

Financial Statement Audit Offer

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to present our proposal for conducting a financial statement audit for [Client's Company Name] for the fiscal year ending [Insert Date]. Our firm, [Your Firm's Name], has extensive experience in providing high-quality audit services and we believe our expertise can greatly benefit your organization.

Scope of Services

The audit will encompass:

- Examination of financial statements in accordance with [Specify Accounting Standards]
- Evaluation of internal controls
- Assessment of compliance with applicable laws and regulations

Fees

The estimated fee for our services is [Insert Fee]. This includes all necessary procedures to complete the audit in an efficient manner.

Timeline

We anticipate starting the audit on [Start Date] and expect to complete it by [End Date], pending the availability of required documentation.

We appreciate the opportunity to submit this proposal and look forward to the possibility of working with you. Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Thank you for considering [Your Firm's Name] as your trusted partner for this important service.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[Your Phone Number]

[Your Email Address]