

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Position]

[Client Company]

[Client Address]

[City, State, Zip Code]

Proposal for Internal Audit Engagement

Dear [Client Name],

We are pleased to present this proposal for conducting an internal audit engagement for [Client Company]. Our goal is to assist your organization in enhancing its risk management, governance, and control processes.

Scope of Work

We propose to conduct internal audit activities that will include but are not limited to:

- Evaluation of internal controls
- Assessment of compliance with policies and regulations
- Risk assessment and management
- Operational efficiency analysis

Proposed Timeline

The expected timeline for our engagement is as follows:

- Planning Phase: [Start Date] to [End Date]
- Fieldwork Phase: [Start Date] to [End Date]
- Reporting Phase: [Start Date] to [End Date]

Fees

Our fees for the internal audit engagement will be [Fee Structure]. This will cover all necessary resources to complete the audit effectively.

Conclusion

We appreciate the opportunity to work with [Client Company] and are committed to delivering high-quality audit services. Please feel free to contact me if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company]