

Forensic Audit Engagement Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to confirm our engagement to conduct a forensic audit in relation to the whistleblower complaint received on [Insert Date of Complaint]. This audit intends to analyze the concerns raised by the whistleblower and assess the validity of the claims.

Scope of Engagement

The scope of our forensic audit will include, but is not limited to:

- Review of relevant documents and records
- Interviews with involved parties
- Analysis of financial transactions
- Preparation of a detailed report on findings

Engagement Team

The audit will be conducted by our forensic audit team, which includes [Names and Titles of Team Members].

Timeline

We expect to complete the forensic audit by [Insert Completion Date], with an interim report provided by [Insert Interim Report Date].

Fees

Our fees for this engagement will be based on the hours worked, at an hourly rate of [Insert Rate]. We will provide an estimate of hours required prior to commencing work.

Confidentiality

We will maintain strict confidentiality regarding all information received during this engagement as required by law.

Please indicate your acceptance of this engagement by signing below and returning this letter to us by [Insert Return Date].

We look forward to working with you on this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

Acceptance of Engagement:

[Recipient's Name] - [Title]

Date: _____