

Audit Risk Assessment Discussion

Date: [Insert Date]

To: [Client's Name]

[Client's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. As part of our upcoming audit process, we would like to schedule a discussion regarding the audit risk assessment for [Year/Period]. This discussion is crucial to ensure that we identify and address any potential risks effectively.

During our meeting, we aim to cover the following topics:

- Understanding the industry-specific risks
- Evaluating internal controls
- Identifying areas of potential material misstatement
- Discussing any recent changes in operations or financial reporting

Please let us know your availability for the week of [Insert Date] so that we can schedule a convenient time for our discussion. Your insights will be invaluable in guiding our audit approach.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]