

Audit Engagement Planning Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our understanding of the audit engagement and the nature of the services we will provide to [Client's Company Name] for the fiscal year ending [Insert Fiscal Year End Date].

Our audit is designed to provide reasonable assurance that the financial statements are free of material misstatement. We will conduct the audit in accordance with International Standards on Auditing/Generally Accepted Auditing Standards.

Key aspects of our engagement planning include:

- Understanding your business operations and environment
- Assessing risks of material misstatement
- Determining the nature and extent of audit procedures to be performed

We will require access to the following information and documents:

- Financial statements and related records for the previous year
- Access to management and staff for interviews
- Any regulatory correspondence related to your financial reporting

We anticipate beginning the audit fieldwork on [Insert Start Date] and expect to complete our work by [Insert End Date]. We appreciate your cooperation and assistance throughout the audit process.

If you have any questions regarding this engagement, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for the opportunity to work with you. We look forward to a successful engagement.

Sincerely,

[Your Name]

[Your Position]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]