

# Audit Engagement Planning Letter

**Date:** [Insert Date]

**To:** [Client Name]

**Address:** [Client Address]

Dear [Client Name],

We are pleased to confirm our understanding of the audit engagement we will be performing for [Client Institution Name] for the financial year ending [Fiscal Year End Date]. This letter outlines the scope, objectives, and responsibilities of our audit engagement.

## Scope of the Audit

The audit will be conducted in accordance with the applicable auditing standards set forth by [Relevant Regulatory Body/Organization]. Our objective will be to express an opinion on the financial statements of [Client Institution Name] for the year ending [Fiscal Year End Date].

## Responsibilities

Our responsibilities include:

- Planning and performing the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.
- Evaluating internal controls as part of the audit process.
- Providing recommendations for improvements as necessary.

## Management Responsibilities

Management is responsible for:

- Preparing and presenting the financial statements in compliance with applicable financial reporting frameworks.
- Providing us with access to all relevant records and information.
- Ensuring that the internal controls are in place to prevent and detect fraud.

## Timeline

We anticipate starting our audit fieldwork on [Start Date] and expect to complete our work by [Completion Date].

Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above. We appreciate the opportunity to work with you and look forward to a successful audit engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Contact Information]

**Accepted by:**

[Client Name]

[Client Title]

[Date]