

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Government Entity's Name]

[Government Entity's Address]

[City, State, Zip Code]

Subject: Audit Engagement Planning for [Fiscal Year]

Dear [Recipient's Name],

We are pleased to confirm our understanding of the audit engagement to be performed for [Government Entity's Name] for the fiscal year ending [Date]. Our audit will be conducted in accordance with generally accepted auditing standards and will include examinations of the financial statements in order to express an opinion on their fairness.

The objectives of our audit will be to:

- Obtain reasonable assurance about whether the financial statements are free of material misstatement.
- Evaluate the overall presentation of the financial statements.
- Communicate any significant findings or deficiencies discovered during the audit process.

We anticipate starting the audit on [Start Date], and we would appreciate your assistance in facilitating the necessary arrangements for access to relevant records and personnel.

Should you have any questions or require further clarification regarding this engagement, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for entrusting us with your audit needs. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]