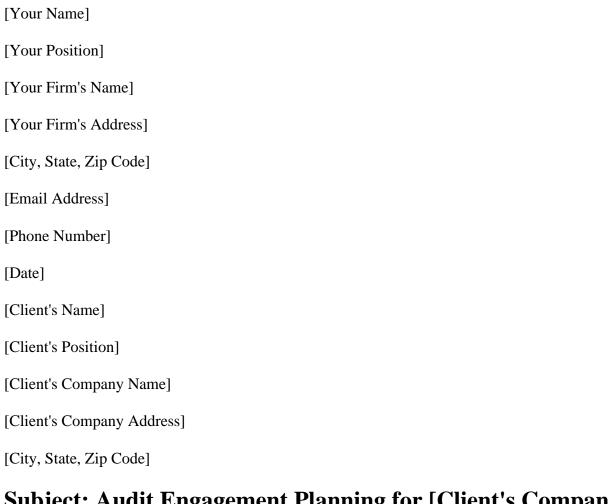
# **Audit Engagement Planning Letter**



# **Subject: Audit Engagement Planning for [Client's Company Name]**

Dear [Client's Name],

We are pleased to confirm our understanding of the audit engagement for the financial statements of [Client's Company Name] for the year ending [Year]. This letter outlines the terms of our engagement and the nature of our services.

### **Scope of the Audit**

Our audit will be conducted in accordance with [Applicable Auditing Standards]. The objective of our audit is to express an opinion on the financial statements of [Client's Company Name] prepared in accordance with [Applicable Financial Reporting Framework].

## Responsibilities

Your responsibilities include the preparation and fair presentation of the financial statements, as well as the establishment and maintenance of internal controls relevant to the preparation of financial statements.

#### **Engagement Team**

The engagement will be led by [Lead Auditor's Name], who will be supported by a team of qualified professionals proficient in the manufacturing sector.

#### Timeline

The anticipated timeline for the audit process is as follows:

• Planning: [Start Date]

• Fieldwork: [Start Date] to [End Date]

• Reporting: [Report Delivery Date]

#### **Fees**

Our estimated fee for this engagement is [Fee Amount], which will be discussed in detail before commencement of our services.

#### Acceptance

Please sign and return a copy of this letter to confirm your agreement with the terms and conditions outlined above.

We appreciate the opportunity to work with [Client's Company Name] and look forward to providing our services to you.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Firm's Name]

#### **Acceptance of Terms**

Agreed and accepted:

[Client's Signature]

[Client's Name]

[Client's Position]

[Date]