

Audit Engagement Planning Letter

[Your Name]

[Your Position]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Position]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

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]