

Audit Engagement Planning Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip]

Dear [Client's Name],

We are pleased to confirm our understanding of the scope and objectives of the audit engagement we will be conducting for [Retail Organization's Name] for the fiscal year ending [Insert Year]. This letter outlines the key aspects of our engagement planning.

1. Objective of the Audit

The primary objective of our audit is to express an opinion on the financial statements of [Retail Organization's Name] in accordance with generally accepted accounting principles (GAAP).

2. Scope of the Engagement

Our audit will include an examination of financial records and internal controls relevant to your retail operations. We will assess the accuracy of inventories, sales transactions, and compliance with applicable regulations.

3. Responsibilities

[Your Firm's Name] will be responsible for planning and conducting the audit in accordance with auditing standards. [Retail Organization's Name] management is responsible for the preparation and fair presentation of the financial statements.

4. Timing and Fees

The audit is scheduled to commence on [Start Date] and is expected to conclude by [End Date]. Our fee for this engagement will be [Insert Fee], based on the estimated hours involved and complexity of your operations.

5. Communication

Regular communication will be maintained throughout the audit process. We will provide updates on our progress and notify you of any significant findings.

We appreciate the opportunity to work with you and look forward to a productive engagement. Please confirm your acceptance of the terms outlined in this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Contact Information]