

Audit Engagement Planning Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, ZIP Code]

Dear [Client Name],

We are pleased to confirm our understanding of the audit engagement for [Company Name] for the fiscal year ending [Fiscal Year End Date]. This letter outlines the scope, objectives, and terms of our engagement.

Scope of the Audit

The audit will be conducted in accordance with Generally Accepted Auditing Standards (GAAS). We will provide an opinion on the fairness of the financial statements of [Company Name] in accordance with [GAAP/IFRS, etc.].

Objectives

The primary objective of the audit is to assess the accuracy and completeness of the financial records and to express an opinion on the financial statements.

Responsibilities

Our responsibilities include conducting the audit in a professional manner and providing recommendations for improvement. The management is responsible for the preparation of the financial statements and the implementation of internal controls.

Fees

The fees for our services are based on the time spent at our standard billing rates, plus out-of-pocket costs. We estimate the total fees to be approximately [Insert Fee Estimate].

Acceptance

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined herein.

We appreciate the opportunity to work with you and look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

Accepted by:

[Client Name]

[Client Title]

[Date]