

# Audit Engagement Planning Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to confirm our understanding of the audit engagement for [Client's Company Name] for the financial year ending [Insert Date]. The purpose of this letter is to outline the scope and objectives of our audit services for your technology firm.

## Scope of the Audit

We will perform an audit of the financial statements of [Client's Company Name], in accordance with International Standards on Auditing (ISA) and applicable regulatory requirements. Our audit will include an assessment of your internal controls over financial reporting, particularly in relation to your IT systems.

## Audit Objectives

- To provide reasonable assurance that the financial statements are free from material misstatement.
- To evaluate the effectiveness of internal controls over financial reporting.
- To identify any significant risks related to technology processes that may affect ongoing operations.

## Timetable

We anticipate commencing our audit work on [Start Date] and aim to complete our fieldwork by [End Date]. Final reports will be issued by [Report Date].

## Fees

The estimated fees for our services are [Insert Fee Structure], which will be communicated in detail during our initial discussions.

We appreciate the opportunity to work with [Client's Company Name] and are committed to delivering high-quality audit services that meet your needs. Should you have any questions or require further information, please do not hesitate to contact us.

Yours sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[Your Firm's Contact Information]