

Audit Proposal for Board Consideration

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Board of Directors

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Members of the Board,

Subject: Proposal for Audit Engagement

I am writing to propose an audit engagement for [Company Name] to ensure compliance with regulatory requirements and to provide an independent evaluation of financial statements. Our team, [Your Company's Name], specializes in providing comprehensive audit services tailored to meet the needs of companies in [Industry].

The objectives of the audit will include:

- Verifying the accuracy of financial statements
- Assessing internal controls and risk management practices
- Providing actionable recommendations for improvement

Our proposed timeline for the audit is as follows:

1. Planning Phase: [Dates]
2. Fieldwork Phase: [Dates]

3. Reporting Phase: [Dates]

We are committed to delivering high-quality service and ensuring transparency throughout the process. Our estimated fee for the audit is [Fee], which includes all aspects of the audit engagement.

We believe that our expertise can significantly contribute to enhancing your financial governance. I would welcome the opportunity to discuss this proposal further during an upcoming board meeting.

Thank you for considering our proposal. Please feel free to reach out if you have any questions or need additional information.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]