

# Audit Engagement Letter

Date: [Insert Date]

[Cooperative Name]  
[Cooperative Address]  
[City, State, Zip Code]

**Dear [Cooperative Board/Committee Name],**

We are pleased to confirm our understanding of the audit engagement for [Cooperative Name] for the year ending [Fiscal Year End Date]. This letter outlines the nature and scope of our audit and other relevant details.

## **Engagement Objectives**

The objective of our audit is to express an opinion on the financial statements of [Cooperative Name] as of [Fiscal Year End Date].

## **Responsibilities**

Our responsibilities will include planning and performing the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Your responsibilities include providing access to all information that is relevant to the financial statements and ensuring that the financial statements are prepared in accordance with applicable accounting standards.

## **Timeline**

We anticipate commencing the audit fieldwork on [Start Date] and completing our audit by [Completion Date].

## **Fees**

Our fees for the audit will be based on the time spent on the engagement at our standard hourly rates, plus out-of-pocket expenses. We will provide you with an estimate upon request.

## **Acceptance**

If you agree with the terms of this engagement, please sign and return a copy of this letter.

Thank you for choosing [Your Firm's Name] for your audit. We look forward to working with you.

**Sincerely,**

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

Accepted by:

[Authorized Signatory Name]

[Title]

[Cooperative Name]