

Joint Financial Audit Arrangement

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to propose a joint financial audit arrangement between [Your Company] and [Recipient Company] for the fiscal year ending [Insert Year]. This auditing collaboration aims to enhance transparency, ensure compliance with financial regulations, and provide a comprehensive overview of our financial positions.

We suggest the following preliminary terms for our joint audit:

- Audit Period: [Insert Period]
- Audit Firms: [Proposed Audit Firms]
- Responsibilities: [Outline Responsibilities]
- Cost-Sharing Agreement: [Outline Cost-Share Details]

We believe that this partnership will provide mutual benefits and strengthen our financial integrity. We are open to discussing adjustments to the proposed terms to best fit both parties' needs.

Please let us know a convenient time for you to discuss this arrangement further. We look forward to your positive response.

Thank you for considering this collaboration.

Sincerely,

[Your Name]
[Your Position]
[Your Company]