

[Your Name]
[Your Title]
[Your Firm's Name]
[Your Firm's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Client's Name]
[Client's Title]
[Client's Company Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: Amendment to Audit Engagement Letter

We are writing to inform you of an amendment to the audit engagement letter dated [original date]. This change is necessary due to [briefly explain the reason for the amendment, e.g., changes in the scope of the audit, regulations, etc.].

The specific amendments are as follows:

- [Amendment 1: Description]
- [Amendment 2: Description]
- [Amendment 3: Description]

All other terms and conditions of our original engagement letter remain unchanged and in full effect.

We appreciate your understanding and cooperation in this matter. Please sign and return a copy of this letter to confirm your acceptance of the amended terms.

Thank you for your continued partnership. If you have any questions, feel free to contact me directly.

Sincerely,

[Your Name]
[Your Title]

Enclosure: Amendment Acceptance