

Engagement Letter for Special Audit Assignment

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to perform a special audit assignment for [Client's Company Name]. This letter outlines the nature of our engagement, the services we will provide, and the agreed terms.

Scope of the Audit

The special audit will cover the following areas:

- [Area 1]
- [Area 2]
- [Area 3]

Objectives

The primary objectives of this audit are to:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

Timeline

The audit will commence on [Start Date] and is expected to be completed by [End Date].

Fees

Our fees for this engagement will be [Fee Structure], and we will bill you [Billing Frequency].

We appreciate the opportunity to work with you and look forward to your confirmation of this engagement. Please sign and return this letter at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Client's Name]

[Client's Position]

[Client's Company Name]

[Date]