

Audit Agreement

Date: [Insert Date]

[Nonprofit Organization Name]

[Nonprofit Organization Address]

[City, State, Zip Code]

[Auditor Firm Name]

[Auditor Firm Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are pleased to confirm your acceptance as the auditors for [Nonprofit Organization Name]. This letter serves as an agreement for your services for the fiscal year ending [Fiscal Year End Date].

Scope of Services

Your firm will perform an audit of the financial statements of [Nonprofit Organization Name], prepared in accordance with [Specify the applicable financial reporting framework, e.g., GAAP].

Responsibilities

Our responsibilities include the preparation and fair presentation of the financial statements, as well as the establishment and maintenance of internal controls.

Fees

The fee for the audit services will be [Insert Fee Amount] and will be billed [Specify billing terms, e.g., monthly, upon completion].

Other Provisions

This agreement shall continue until the services are completed and all fees are paid. Either party may terminate this agreement with [Insert Number] days written notice.

We appreciate your willingness to provide these essential services to our organization. Please sign and return a copy of this letter to confirm your acceptance of these terms.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

Agreed to by:

[Auditor's Name]

[Auditor Firm Name]

Date: _____