

# Audit Proposal Letter

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## **[Foundation Name]**

[Foundation Address]

[City, State, Zip Code]

**Dear [Foundation Director's Name],**

We are pleased to submit our proposal for conducting an audit of [Foundation Name]. As a reputable audit firm with extensive experience serving charitable foundations, we understand the unique challenges and regulatory requirements that your organization faces.

Our team is dedicated to delivering a thorough and transparent audit that will help enhance your foundation's financial integrity and accountability. We propose the following services:

- Comprehensive financial audit
- Compliance assessment with applicable regulations
- Recommendations for improvement in financial processes

Our approach includes a detailed examination of your financial statements, internal controls, and compliance protocols. We will work closely with your team to ensure minimal disruption to your operations.

We estimate that the audit process will take approximately [Timeframe] and will be priced at [Proposed Price]. This includes all necessary reporting and a final presentation to your board of directors.

Thank you for considering our proposal. We welcome the opportunity to discuss this further and hope to contribute to the continued success and transparency of [Foundation Name].

Warmest regards,

[Your Name]

[Your Position]

[Your Company Name]