

Audit Scope Agreement

Date: [Insert Date]

To: [Insert Organization Name]

Address: [Insert Organization Address]

Subject: Audit Scope Agreement

Dear [Insert Recipient Name],

We are pleased to confirm the agreement to conduct an audit for [Organization Name] for the fiscal year ending [Insert Date]. This audit will be performed in accordance with the generally accepted auditing standards and will cover the following scope:

Scope of the Audit

- Review of financial statements
- Assessment of internal controls
- Verification of compliance with applicable laws and regulations
- Evaluation of funding allocations and expenditures

Deliverables

- Audit report detailing findings and recommendations
- Management letter addressing any identified issues

Timeline

The audit is expected to commence on [Insert Start Date] and conclude by [Insert End Date].

Fees

The agreed fee for the audit services will be [Insert Amount], payable upon completion of the audit.

We appreciate your cooperation in providing the necessary documents and access to relevant staff during the audit process.

Should you have any questions or require further details, please do not hesitate to contact me at [Insert Contact Information].

We look forward to a successful audit.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]