

Auditor Engagement Letter

Date: [Insert Date]

[Auditor's Name]

[Auditor's Firm Name]

[Firm Address]

[City, State, ZIP Code]

To: [Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

Dear [Organization's Contact Person],

We are pleased to confirm our understanding of the terms of our engagement as auditors for [Organization's Name] for the fiscal year ending [Insert Date]. The purpose of this engagement is to perform an audit of the financial statements prepared by management in accordance with Generally Accepted Accounting Principles (GAAP).

Scope of Services

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America. The objectives of our audit are to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Management Responsibilities

Management is responsible for the preparation and fair presentation of the financial statements and for establishing and maintaining effective internal control over financial reporting.

Deliverables

Upon completion of our audit, we will provide you with our audit report and any management letters describing the results of our audit.

Fees

The fees for these services are estimated to be [Insert Fee]. This estimate may be adjusted based on the actual time and resources applied to the engagement.

Acceptance of Terms

If you agree with the terms of this engagement, please sign and return a copy of this letter.

Thank you for choosing [Auditor's Firm Name]. We look forward to working with you.

Sincerely,

[Auditor's Name]

[Auditor's Title]

Accepted by:

[Organization's Contact Person]

[Title]

Date: _____