

# Engagement Letter

Date: [Insert Date]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip]

Dear [Name/Title],

We are pleased to confirm our understanding of the services we are to provide to [Nonprofit Organization Name] for the audit of your financial statements for the year ending [Insert Date]. This letter outlines the terms of our engagement and the nature and limitations of the audit services.

## Scope of Services

We will conduct an audit of the financial statements of [Nonprofit Organization Name] in accordance with generally accepted auditing standards. Our audit will involve obtaining evidence about the amounts and disclosures in the financial statements and assessing the accounting principles used and the reasonableness of significant estimates made by management.

## Responsibilities

Your management is responsible for the preparation and fair presentation of the financial statements, as well as for establishing and maintaining effective internal control over financial reporting.

## Fees

Our fees for the audit services will be based on the time required at our standard hourly rates, plus out-of-pocket expenses. We will provide you with an estimate of our fees after we have a better understanding of the specific needs of your organization.

## Acceptance

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

We appreciate the opportunity to serve [Nonprofit Organization Name] and look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip]

Accepted by:

[Name/Title]

[Nonprofit Organization Name]

Date: \_\_\_\_\_