

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Auditor's Name]

[Auditor's Title]

[Auditing Firm's Name]

[Firm's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

I hope this message finds you well. As we approach the upcoming audit for [Year/Period], I would like to discuss the audit fees associated with our services. Given the current budget constraints that we are facing at [Your Company], we find it necessary to explore potential adjustments to the proposed fees.

We greatly value the relationship we have built with [Auditing Firm's Name] and appreciate the high standards of service you have provided us in the past. However, we are navigating some financial challenges and would like to work together to find a more workable fee structure without compromising the quality of the audit.

I would appreciate the opportunity to discuss this matter further and explore possible solutions. Please let me know a convenient time for you to talk.

Thank you for your understanding, and I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]