

Audit Fee Negotiation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the upcoming audit period, I would like to take this opportunity to discuss the fees associated with our auditing services.

Over the past year, [Your Company] has demonstrated consistent performance and reliability in our financial reporting. Given our positive experiences, I believe it is reasonable to revisit our current fee structure, especially considering the following factors:

- Improved operational efficiency leading to reduced audit times.
- Successful resolution of past audit findings.
- Our commitment to providing high-quality service and support.

In light of these factors, I propose a conversation to renegotiate the audit fees for this upcoming period. I am confident that we can agree on a structure that reflects both our performance and the value we bring to your organization.

Please let me know a convenient time for us to discuss this further. I appreciate your consideration and look forward to reaching a mutually beneficial agreement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]