

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I would like to discuss the audit fees associated with our upcoming engagement as we conduct a review of our current arrangement in light of a competitive market analysis.

Our findings indicate that various firms within our industry are offering more favorable terms and competitive pricing structures. We value our relationship with [Recipient Company] and appreciate the high quality of services you provide; however, we believe it is essential to align our costs with the market standards.

We would appreciate the opportunity to negotiate terms that reflect these market conditions while ensuring we maintain the level of service we have come to expect. Could we schedule a meeting to discuss this at your earliest convenience?

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]