

Letter of Audit Fee Negotiation

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]

Dear [Recipient Name],

We hope this message finds you well. As we approach the upcoming audit period, we wanted to take a moment to discuss the audit fee structure and the exceptional value our services provide.

Over the past years, we have [briefly mention previous accomplishments or services provided]. Our team is committed to delivering quality insights, ensuring compliance, and adding value to your financial strategies.

While we recognize the need for budgetary constraints, we believe it is essential to consider the extensive benefits our services bring, including [list key service values such as risk mitigation, bespoke advisory services, etc.].

We propose to revisit our audit fee to better align with the market trends while ensuring you continue to receive the best value from our partnership. We are confident that our collaboration will lead to [state potential outcomes, e.g., improved financial reporting, enhanced operational efficiency].

We would appreciate the opportunity to discuss this matter further and explore a possible adjustment in our fee structure that reflects the continuous value we strive to deliver. Please let us know a suitable time for you to meet.

Thank you for considering our proposal. We look forward to continuing our work together.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]