

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Title]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. As we approach the upcoming audit season, I wanted to take this opportunity to express our gratitude for the trust and partnership we have built over the years.

In light of our long-term relationship and the continued growth and changes within your organization, we would like to discuss the audit fee structure for the upcoming year. We recognize the importance of aligning our services with your budgetary considerations while maintaining the quality and depth of our audit work.

Having reviewed industry trends and the complexities involved, we propose a meeting to discuss potential adjustments to the audit fees that reflect both the value we deliver and your financial objectives. We are committed to finding a solution that benefits both parties and strengthens our ongoing partnership.

Please let me know a convenient time for you to meet, or if you prefer, we can discuss this over a call. Thank you for considering this proposal. I look forward to your response.

Warm regards,

[Your Name]

[Your Title]

[Your Firm's Name]