

# Audit Fee Negotiation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As we approach the upcoming audit period, we would like to discuss the audit fees associated with our engagement.

Given the recent developments in our business operations and the inflating market conditions, we believe a review and negotiation of the audit fees would be beneficial for both parties. We value the partnership we have cultivated and want to ensure it continues to thrive.

We kindly request a meeting at your earliest convenience to discuss the following points:

- Current Audit Fee Structure
- Scope of Services Offered

- Market Comparisons and Competitiveness
- Possible Adjustments and Justifications

We believe that reaching a mutual agreement on these matters will strengthen our collaboration and align our financial expectations moving forward.

Please let us know your available times for a meeting. Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]