

Audit Fee Negotiation

Date: [Insert Date]

To: [Auditor's Name]

[Audit Firm's Name]

[Audit Firm's Address]

Dear [Auditor's Name],

We appreciate the work your firm has done for [Non-Profit Organization's Name] over the past years. As we prepare for our upcoming audit, we would like to discuss the audit fees associated with this year's engagement.

Given our current financial constraints and the economic challenges faced by non-profit organizations, we are seeking a reduction in the audit fee for this year. We believe that a mutually agreeable fee can be reached that acknowledges the value of your audit services while considering our organization's ability to sustain our operations.

Please let us know a convenient time for you to discuss this matter further. We look forward to your understanding and continued partnership.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization's Name]

[Contact Information]