

Audit Fee Negotiation Request

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Auditor's Name]

[Auditor's Firm Name]

[Auditor's Firm Address]

[City, State, Zip Code]

Dear [Auditor's Name],

I hope this message finds you well. I am writing to discuss the audit fees for the upcoming fiscal year. As a small business, we have been navigating through several financial challenges, and we would like to explore the possibility of negotiating the audit fees.

We value the professional services you provide and are committed to maintaining a strong partnership with your firm. However, we are concerned about the impact the current fee structure may have on our financial resources. We would greatly appreciate it if we could schedule a meeting to discuss potential adjustments that could be made.

Thank you for considering our request. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]