

Audit Fee Negotiation for Scope Adjustment

Date: [Insert Date]

To: [Auditor's Name]

[Auditor's Firm Name]

[Firm's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We appreciate the dedication and expertise you bring to our audits. As we prepare for the upcoming audit period, we would like to discuss the current scope of services and its implications on the audit fee.

After careful consideration of our business operations and recent developments, we believe a scope adjustment is necessary. Specifically, we are looking to [briefly outline the specific scope changes, e.g., additional services, complexity, or regulatory changes].

We would like to propose a meeting to discuss the adjustments and how they may impact the audit fees. Our aim is to reach a mutually agreeable solution that reflects the value of the services provided while aligning with our budgetary constraints.

Thank you for your understanding. Please let us know your available times for a meeting, and we look forward to finding a resolution together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]