

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Auditor's Name]

[Auditor's Title]

[Auditing Firm Name]

[Firm Address]

[City, State, Zip Code]

Dear [Auditor's Name],

I hope this letter finds you well. As we approach the upcoming audit period, I wanted to take a moment to discuss the audit fees associated with our engagement. We value the relationship we have built with [Auditing Firm Name] and appreciate the support and guidance provided throughout our journey.

As a startup, we are currently navigating several financial constraints and are actively seeking ways to optimize our costs. In light of this, we would like to discuss the possibility of negotiating the audit fees for this year.

We understand and appreciate the complexity and effort involved in conducting an audit; however, we kindly ask if you could consider a reduction in the fees or perhaps explore alternative arrangements or payment structures that may be mutually beneficial for both parties.

We believe that by working together, we can find a solution that not only helps us manage our budget more effectively but also strengthens our ongoing partnership.

Thank you for considering our request. I am looking forward to your response and am hopeful that we can come to a favorable agreement. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]