

Audit Engagement Letter

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: Audit Engagement for [Client's Business Name]

Dear [Client's Name],

We are pleased to confirm our engagement to perform an audit of the financial statements of [Client's Business Name] for the fiscal year ending [Fiscal Year End Date].

The objective of our audit is to express an opinion on the financial statements, prepared in accordance with [Applicable Financial Reporting Framework]. We will conduct our audit in accordance with generally accepted auditing standards, which require us to plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

As part of our engagement, we will work closely with your management and staff. The management is responsible for the financial statements and for establishing and maintaining internal controls.

We will provide you with a detailed audit plan, including timelines and key procedures, once we have received your confirmation for this engagement.

To proceed, kindly sign and return a copy of this letter by [Return Date]. If you have any questions, please feel free to reach out.

We appreciate the opportunity to work with [Client's Business Name] and look forward to your confirmation.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]