

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Subject: Withdrawal from Audit Engagement

Dear [Client's Name],

We are writing to formally inform you that we are withdrawing from the audit engagement for the fiscal year ending [Fiscal Year End Date]. This decision has not been made lightly, and we have considered all aspects involved in this process.

The reasons for our withdrawal include [briefly outline reasons, e.g., "the inability to gather sufficient audit evidence due to a lack of access to necessary documentation" or "conflict of interest"]. We believe it is in the best interest of both parties to discontinue the engagement at this time.

We appreciate the trust you placed in us and regret any inconvenience this may cause. We remain open to assisting you with other services in the future should the circumstances permit.

If you have any questions or wish to discuss this matter further, please feel free to reach out at your convenience.

Thank you for your understanding.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]