

# Audit Engagement Announcement

Date: [Insert Date]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Contact Name],

We are pleased to announce that our firm, [Your Firm's Name], will be conducting the audit for [Client's Company Name] for the fiscal year ending [Fiscal Year End Date]. This engagement will proceed in accordance with generally accepted auditing standards and relevant regulatory requirements.

The audit will begin on [Start Date] and is expected to conclude by [End Date]. Our team, led by [Lead Auditor's Name], will be in touch to discuss the details of the audit process and to schedule meetings as necessary.

We appreciate your cooperation and look forward to working together to ensure a smooth and successful audit process.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Contact Information]