

[Your Firm's Name]

[Your Firm's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Government Entity's Name]

[Government Entity's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to confirm our understanding of the audit engagement for the [Fiscal Year] financial statements of [Government Entity's Name]. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, as well as applicable government auditing standards.

The objective of our audit will be to express an opinion on the financial statements of [Government Entity's Name] as of and for the fiscal year ending [Fiscal Year End Date]. The audit will also include tests of your accounting records, other auditing procedures we consider necessary to enable us to express such an opinion.

We expect to perform the audit during the period from [Start Date] to [End Date], with our final report expected to be delivered by [Expected Delivery Date].

Please confirm your agreement with the terms of this engagement by signing and returning the enclosed copy of this letter.

Thank you for your cooperation. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

Enclosure: Engagement Acceptance Confirmation