

# Audit Engagement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm our engagement to perform an internal audit for [Company Name] for the period ending [Insert End Date]. The objective of our audit is to assess the effectiveness of your internal controls, compliance with applicable laws and regulations, and the overall efficiency of your operational processes.

The scope of our audit will include, but is not limited to:

- Review of internal controls and risk management processes.
- Evaluation of financial reporting and compliance procedures.
- Assessment of operational efficiencies.
- Recommendations for improvement.

We anticipate commencing the audit on [Insert Start Date] and expect to complete our work by [Insert Completion Date]. Our audit team will work closely with your management to ensure a smooth process.

Please confirm your acceptance of this engagement by signing and returning a copy of this letter. If you have any questions or require further clarification, feel free to contact us at [Insert Contact Information].

Thank you for the opportunity to work with [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your City, State, Zip Code]

Agreement:

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[Recipient's Name]

[Recipient's Title]