

Audit Engagement Confirmation Letter

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Title]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our understanding of the audit engagement for [Client's Company Name] ("the Company") for the fiscal year ending [Fiscal Year End Date]. This letter outlines the scope, responsibilities, and objectives of the audit.

Scope of the Audit

Our audit will be conducted in accordance with International Standards on Auditing (ISA) and will encompass the Company's financial statements as at [Fiscal Year End Date]. We will perform our audit to obtain reasonable assurance that the financial statements are free from material misstatement.

Responsibilities of Management

Management is responsible for the preparation and fair presentation of the financial statements in accordance with applicable financial reporting standards. This includes the implementation of internal controls necessary to enable the preparation of financial statements that are free from material misstatement.

Our Responsibilities

Our responsibility is to express an opinion on these financial statements based on our audit. We will also communicate with you regarding any significant findings during the audit process.

Fees and Payment Terms

The fee for this engagement will be [Fee Amount]. We expect payment to be made within [Number of Days] days of the invoice date.

Confirmation

Please confirm your acceptance of this engagement by signing and returning a copy of this letter by [Confirmation Due Date].

We appreciate the opportunity to work with [Client's Company Name] and look forward to a successful audit engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

Accepted and agreed:

[Client's Name] _____

[Title] _____

[Date] _____