

# Audit Engagement Confirmation

Date: [Insert Date]

[Non-Profit Organization Name]  
[Organization Address Line 1]  
[Organization Address Line 2]  
[City, State, Zip Code]

Dear [Organization Contact Name],

We are pleased to confirm our understanding of the audit engagement we will be conducting for [Non-Profit Organization Name] for the fiscal year ending [Insert Fiscal Year End Date].

Our audit will be conducted in accordance with generally accepted auditing standards and will include a review of the financial statements as prepared by your management. The objective of our audit is to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The audit will be conducted during the following time frame: [Insert Timeline]. Our team consists of qualified professionals who will ensure compliance with applicable laws and regulations.

Please confirm your acceptance of this audit engagement by signing below and returning a copy of this letter by [Insert Response Deadline].

Sincerely,

[Your Name]  
[Your Position]  
[Your Firm Name]  
[Your Firm Address Line 1]  
[City, State, Zip Code]

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[Organization Contact Name]  
[Title]  
[Date]