

Audit Engagement Confirmation

Date: [Insert Date]

[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 terms and the objectives of our audit engagement for the year ending [Insert Year] as your independent auditors.

The scope of our audit will include the examination of your financial statements in accordance with the generally accepted auditing standards. Our objective is to express an opinion on the financial statements, based on our audit.

Please note that our responsibilities are to plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

The audit will be conducted in accordance with [Relevant Auditing Standards], and we will communicate our findings to you in a management letter.

If you agree with these terms, please sign and return this letter to indicate your acceptance of this engagement.

Sincerely,

[Your Firm's Name]

[Your Name]

[Your Title]

[Your Firm's Address]

[City, State, Zip Code]

Accepted by:

[Client's Name]

[Client's Title]

Date: _____