

# Audit Engagement Confirmation

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our understanding of the audit engagement for [Client's Business Name] for the year ending [Fiscal Year End Date]. The objective of our audit is to express an opinion on the financial statements that have been prepared by management.

Our audit will be conducted in accordance with generally accepted auditing standards and will include tests of the accounting records and other procedures we consider necessary to enable us to express our opinion.

The cost of our services will be [Insert Fee Structure]. We will communicate any significant changes in the scope of our engagement or in our fees as our work progresses.

Please acknowledge your acceptance of this engagement by signing and returning a copy of this letter.

Thank you for the opportunity to serve you. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

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[Client's Name] - Signature

Date: \_\_\_\_\_