

Audit Engagement Confirmation Letter

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 your company, [Client's Company Name]. This letter outlines the terms of the engagement, objectives, and the responsibilities of both parties involved.

Engagement Objectives

The objective of our audit is to provide an opinion on whether the financial statements of [Client's Company Name] present a true and fair view in accordance with applicable financial reporting standards.

Scope of the Audit

The audit will be conducted in accordance with [applicable auditing standards]. Our procedures will include, but are not limited to, assessing and testing internal controls, verifying account balances, and gathering sufficient audit evidence to support our opinion.

Responsibilities

Your responsibilities include providing complete and accurate financial records, facilitating access to relevant personnel, and ensuring that all necessary information is made available to us in a timely manner.

Fees

The fees for this audit will be [insert fee structure]. We will notify you in advance of any changes to our initial estimate.

If the terms outlined in this letter are acceptable to you, please sign and return a copy of this letter.

We look forward to working with you on this engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Client's Name]

[Client's Title]

[Date]