

Dear [Client's Name],

We would like to take this opportunity to provide you with an overview of what you can expect during the upcoming audit of your financial statements for the fiscal year ending [Date].

Objectives of the Audit

The primary objective of the audit is to enhance the credibility of your financial statements. Our independent assessment aims to provide assurance that your financial reports are free from material misstatements.

Audit Process Overview

The audit process will involve the following key steps:

- Planning and Risk Assessment
- Internal Control Evaluation
- Substantive Testing
- Final Review and Reporting

What We Need From You

To ensure a smooth audit, please prepare the following documentation:

- Financial Statements
- Bank Statements
- Invoices and Receipts
- Payroll Records

Communication

We value open communication. Please feel free to reach out to us with any questions or concerns you may have throughout the audit process. Your participation and support are crucial for a successful audit.

Conclusion

We look forward to working closely with you and your team. Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]

[Your Company]
[Contact Information]