

# Request for Third-Party Audit Engagement Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation of our engagement for a third-party audit for the fiscal year ending [Insert Date].

As per our previous discussions, we would like to ensure that all necessary arrangements are in place for a smooth audit process. Please confirm the details of the engagement, including the timeline and any required documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]