

Third-Party Audit Contract Agreement

Date: [Insert Date]

From: [Insert Your Company Name]

Address: [Insert Your Company Address]

To: [Insert Auditor's Company Name]

Address: [Insert Auditor's Address]

Dear [Insert Auditor's Contact Name],

This letter serves as an agreement for the third-party audit services to be conducted by [Insert Auditor's Company Name] for [Your Company Name]. The details of the engagement are outlined below:

1. Scope of Work

[Detail the scope of the audit, including specific areas to be reviewed and objectives.]

2. Duration

The audit will commence on [Start Date] and conclude by [End Date].

3. Compensation

The total fee for the audit services shall be [Insert Amount], payable according to the following schedule: [Insert Payment Terms].

4. Confidentiality

Both parties agree to maintain confidentiality regarding all proprietary information disclosed during the audit process.

5. Acceptance

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined above.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]

Accepted by:

[Auditor's Name]
[Auditor's Title]
[Auditor's Company Name]
[Date]