

Audit Fee Proposal

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We appreciate the opportunity to submit our proposal for audit services for [Client Company Name]. Our firm is committed to providing comprehensive and high-quality audit services to meet your specific needs.

Proposed Audit Services

- Annual Financial Statement Audit
- Internal Control Assessment
- Compliance Audit as per [relevant regulations]

Proposed Fees

Based on our preliminary understanding of your requirements, we propose the following audit fees:

- Annual Audit Fee: \$[Amount]
- Additional Services (if needed): \$[Amount]/hour

Timeline

The audit will be conducted from [Start Date] to [End Date]. We will ensure timely communication throughout the process.

Acceptance

If you agree with this proposal, please sign and return a copy by [Acceptance Deadline]. We look forward to working with you!

Sincerely,

[Your Name]

[Your Position]

[Your Firm's Name]

[Your Contact Information]