

Audit Fee Proposal Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to present our audit fee proposal for [Institution's Name] for the fiscal year ending [Insert Year]. Our firm, [Your Firm's Name], has extensive experience in servicing educational institutions, and we are committed to providing quality audit services that meet your specific needs.

Scope of Services

Our audit will include the following services:

- Financial statement audit
- Internal control assessment
- Compliance testing with applicable regulations

Proposed Fees

Based on our preliminary assessment, we propose the following fees for our services:

- Audit Fees: \$[Insert Amount]
- Additional Services (if required): \$[Insert Amount]

Timeline

We anticipate the audit will begin on [Start Date] and conclude by [End Date]. A detailed timeline will be discussed upon acceptance of this proposal.

We appreciate the opportunity to work with [Institution's Name] and look forward to your positive response. Should you have any questions, please feel free to reach out to me directly at [Your Contact Information].

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Your Contact Information]