

Audit Fee Proposal

Date: [Insert Date]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Contact Name],

We are pleased to submit our proposal for audit services for [Agency Name] for the fiscal year ending [Date]. Our firm, [Your Firm Name], has extensive experience in providing comprehensive audit services to government agencies, ensuring compliance and transparency.

Scope of Services

- Comprehensive financial statement audit
- Compliance testing
- Internal control review

Proposed Fee Structure

We propose a fee of [Insert Fee] for the services outlined above. This fee includes all expenses and is based on the estimated hours required to complete the audit.

Our Commitment

We are committed to delivering high-quality service and ensuring compliance with all relevant standards and regulations. Our team will work closely with your staff to facilitate a smooth audit process.

Thank you for considering our proposal. We look forward to the opportunity to work with [Agency Name]. Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Firm Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]