

# Audit Fee Proposal

Date: [Insert Date]

[Your Firm's Name]  
[Your Firm's Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Client's Name]  
[Client's Firm Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

We appreciate the opportunity to propose our audit services to [Client's Firm Name]. As a leading service provider in the manufacturing sector, we understand the unique financial and operational challenges faced by your industry.

## Scope of Services

Our audit services will include:

- Comprehensive audit of financial statements
- Assessment of internal controls
- Review of compliance with relevant regulations
- Management recommendations for operational improvements

## Audit Fee Structure

The proposed audit fee for the fiscal year ending [Insert Date] is as follows:

- Base fee: \$[Insert Amount]
- Additional services (if required): \$[Insert Amount]/hour

We anticipate that our audit will involve approximately [insert estimated hours] hours of work.

## Timeline

Our proposed timeline is as follows:

- Preliminary planning: [Insert Date]

- Fieldwork: [Insert Date]
- Review and final report: [Insert Date]

We are committed to providing you with high-quality audit services that meet your specific needs. Should you accept this proposal, we will send a formal engagement letter to commence our services.

Thank you for considering [Your Firm's Name] for your audit needs. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]