

Audit Fee Proposal for Non-Profit Organization

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We appreciate the opportunity to submit our proposal for auditing services for [Organization Name] for the fiscal year ending [Insert Date]. Our firm, [Your Firm Name], has extensive experience working with non-profit organizations, and we are committed to supporting your mission through high-quality, transparent financial audits.

Scope of Services

Our proposed scope of work includes:

- Conducting a comprehensive audit of your financial statements
- Reviewing internal controls and compliance with applicable laws
- Preparing a management letter with recommendations

Fee Structure

We propose a fixed fee of [Insert Amount] for the audit. This fee includes all professional services, travel expenses, and any additional support needed during the audit process.

Timeline

We anticipate starting the audit on [Insert Start Date] and completing it by [Insert Completion Date]. We will work closely with your finance team to ensure minimal disruption to your operations.

Conclusion

Thank you for considering our proposal. We believe our expertise in the non-profit sector will provide value to [Organization Name]. We look forward to the opportunity to partner with you and support your vital work.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]