

Audit Fee Proposal

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We appreciate the opportunity to submit our proposal for audit services for your retail company, [Client's Company Name]. Our firm has extensive experience in the retail sector, and we are committed to providing you with high-quality and comprehensive audit services.

Scope of Services

Our audit services will include:

- Planning and risk assessment
- Detailed testing of financial statements
- Compliance with applicable accounting standards
- Management letter outlining key findings and recommendations

Fee Structure

The proposed fee for the audit services will be [Insert Fee Amount], which includes all professional fees and any anticipated out-of-pocket expenses. This fee structure provides you with a clear understanding of the total cost for our services.

Timeline

We anticipate commencing the audit on [Insert Start Date] and completing it by [Insert End Date]. We will ensure timely communication and updates throughout the process.

We believe our expertise and commitment to service will provide significant value to your organization. Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you have any questions or require further discussion.

Thank you for considering our proposal. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]