

Audit Fee Proposal

Date: [Insert Date]

[Client's Name]

[Client's Title]

[Client's Company]

[Client's Address]

[Client's City, State, Zip]

Dear [Client's Name],

We appreciate the opportunity to submit our proposal for the audit services required for [Client's Company]. Our firm, [Your Firm's Name], is committed to providing high-quality audit services tailored to meet the specific needs of small businesses.

After our initial discussions and understanding of your business operations, we propose the following audit fee structure:

- Initial Audit Fee: [Insert Amount]
- Additional Services (if required): [Insert Hourly Rate or Fee Structure]
- Estimated Timeframe for Completion: [Insert Duration]

We pride ourselves on our transparency and commitment to excellent client service. Should you have any questions or require adjustments to this proposal, please do not hesitate to reach out.

Thank you for considering us for your audit needs. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Contact Information]