

Audit Fee Proposal

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We appreciate the opportunity to propose our audit services to [Company Name]. We understand that you are looking for a professional audit firm to conduct an independent audit of your financial statements for the fiscal year ending [Insert Fiscal Year End Date].

Based on our understanding of your business and the technology sector in which you operate, we are pleased to offer our audit services at a competitive fee. Our proposed audit fee for the year ending [Insert Fiscal Year End Date] is \$[Insert Fee Amount]. This fee reflects the following:

- Comprehensive review of your financial statements;
- Assessment of internal controls;
- Identification of potential areas for improvement;
- Timely delivery of the audit report;
- Dedicated support from our experienced audit team.

We believe our approach adds significant value to our clients in the technology sector by ensuring compliance and providing insights that enhance business operations. We look forward to the opportunity to work with [Company Name].

Please feel free to reach out if you have any questions or require further information. We are happy to discuss this proposal in greater detail at your convenience.

Thank you for considering [Your Company Name] for your audit needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]