

Audit Services Engagement Confirmation

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our understanding of the audit services we will provide for [Company Name] for the fiscal year ending [Fiscal Year End Date]. This letter outlines the objective and scope of our audit engagement, the responsibilities of both [Your Firm Name] and [Company Name], and the terms of our engagement.

Objective of the Audit

The objective of our audit is to express an opinion on the financial statements of [Company Name] as of [Fiscal Year End Date], prepared in accordance with [Applicable Financial Reporting Framework].

Scope of Our Work

Our audit will be conducted in accordance with [Applicable Auditing Standards]. We will perform our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Responsibilities

Your Responsibilities: [Company Name] is responsible for the preparation and fair presentation of the financial statements and for establishing and maintaining internal controls.

Our Responsibilities: Our responsibility is to conduct our audit in accordance with the applicable standards and provide an opinion based on our audit findings.

Terms of Engagement

The fee for the audit services will be [Insert Fee Structure]. Payment is due upon receipt of the invoice, which will be issued upon completion of our audit.

We appreciate the opportunity to work with [Company Name] and look forward to your confirmation of this engagement. Please sign and return a copy of this letter to indicate your agreement with the terms outlined above.

Sincerely,

[Your Name]

[Your Position]

[Your Firm Name]

[Your Contact Information]

Agreed and accepted by:

[Client Name]

[Client Signature]

Date: [Insert Date]