

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Subject: Engagement Letter for Audit Services

Dear [Client's Name],

We are pleased to confirm our understanding of the engagement to provide audit services for [Client's Company Name] for the fiscal year ending [Fiscal Year End Date]. This letter outlines the terms of our engagement, our responsibilities, and your responsibilities.

Scope of Services

We will conduct our audit in accordance with [Applicable Auditing Standards]. The purpose of our audit is to express an opinion on the financial statements of [Client's Company Name].

Fees and Payment

Our fees for this audit will be [Fee Structure], and payment is due upon receipt of our invoice.

Responsibilities

Our responsibilities include conducting the audit in accordance with applicable standards and issuing a report. Your responsibilities include providing access to all relevant financial records and personnel.

Confidentiality

All information will be treated as confidential and will not be disclosed to third parties without your consent.

Acceptance of Terms

If you agree with the terms outlined in this letter, please sign and return a copy to us.

Thank you for choosing [Your Company Name]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]

Accepted by:

[Client's Name]

[Client's Title]

[Client's Company Name]

[Date]