

Audit Services Scope Confirmation

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to confirm the scope of the audit services we will be providing for the period ending [Insert Period End Date]. Our understanding of the engagement is as follows:

Scope of Services

- Conducting an independent audit of the financial statements
- Assessing internal controls
- Providing recommendations for improvements
- Delivering an audit report by [Insert Report Due Date]

Responsibilities

Our responsibilities include performing the audit in accordance with [Insert applicable audit standards], and we will rely on the accuracy and completeness of the information provided by your management.

Fee Structure

The estimated fees for this engagement will be [Insert Fee Amount], based on the scope of services outlined above.

Please confirm your acceptance of this scope of services by signing and returning this letter by [Insert Return Date]. If you have any questions or require further clarification, do not hesitate to contact us.

Thank you for the opportunity to serve you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Agreed and Accepted:

[Client's Name]

Date: _____