

External Auditor Appointment Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Auditor's Name]

[Auditor's Firm]

[Firm's Address]

[City, State, ZIP Code]

Dear [Auditor's Name],

We are pleased to confirm your appointment as our external auditor for the fiscal year ending [Insert Date]. We look forward to your professional guidance and expertise in this process.

Your responsibilities will include the examination of our financial statements in accordance with [Applicable Standards] and providing us with an independent audit report.

Please acknowledge your acceptance of this appointment by signing and returning a copy of this letter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]