

External Auditor Communication Protocol

Date: [Insert Date]

To: [Auditor's Name]

From: [Your Company's Name]

Subject: Communication Protocol for External Audit

Dear [Auditor's Name],

We are pleased to engage your services as our external auditor for the fiscal year ending [Fiscal Year End Date]. To ensure a smooth and effective audit process, we outline the following communication protocol:

1. Primary Contacts

Our primary contacts for the audit will be:

- **Name:** [Contact Name 1], **Position:** [Position], **Email:** [Email], **Phone:** [Phone]
- **Name:** [Contact Name 2], **Position:** [Position], **Email:** [Email], **Phone:** [Phone]

2. Communication Schedule

We propose the following schedule for communication:

- **Kick-off Meeting:** [Date & Time]
- **Progress Updates:** Bi-weekly via [Email/Call/Meeting]
- **Final Review Meeting:** [Date & Time]

3. Reporting Issues and Concerns

Any significant issues or concerns arising during the audit should be communicated immediately to our primary contacts listed above.

4. Documentation Sharing

We will provide all necessary documents via [Method of Sharing] ensuring confidentiality and data security.

We appreciate your cooperation and look forward to working together to ensure a successful audit. Please confirm your understanding of this communication protocol by replying to this letter.

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]