

# External Auditor Engagement Renewal

[Your Name]  
[Your Title]  
[Your Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Auditor's Name]  
[Auditor's Firm Name]  
[Firm Address Line 1]  
[Firm Address Line 2]  
[City, State, Zip Code]

Dear [Auditor's Name],

We are writing to formally renew our engagement with [Auditor's Firm Name] for the audit of our financial statements for the fiscal year ending [Fiscal Year End Date]. We value the professionalism and expertise your team has brought to our audits over the past years.

As we move forward, we would like to confirm the terms of our engagement, including the scope of work, fees, and timelines. Please find attached our expectations regarding the audit process.

We anticipate your confirmation of the engagement renewal and look forward to another successful collaboration.

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Title]