

# External Auditor Engagement Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client's Contact Name],

We are pleased to confirm our understanding of the terms of our engagement to perform an audit of [Client Name]'s financial statements for the year ending [Year End Date]. This letter outlines the scope, responsibilities, and deliverables related to our audit services.

## Scope of Engagement

Our audit will be conducted in accordance with [Applicable Standards, e.g., Generally Accepted Auditing Standards (GAAS)] and will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

## Responsibilities

Your responsibilities include maintaining adequate records, providing us with access to all relevant information, and ensuring that the financial statements are prepared in accordance with [Applicable Accounting Framework, e.g., Generally Accepted Accounting Principles (GAAP)].

## Deliverables

Upon completion of our audit, we will provide you with an audit report. We will also discuss any significant findings or recommendations with you.

## Fees

Our fees for this engagement will be based on the actual time spent at our standard hourly rates, plus direct expenses. We estimate the total fee to be approximately [Estimated Amount].

Please indicate your acceptance of these terms by signing and returning a copy of this letter.

Thank you for choosing [Your Firm Name] as your external auditors. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip Code]

Accepted by: \_\_\_\_\_

[Client's Contact Name]

[Client Title]

[Date]