

External Auditor Fee Agreement

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Auditor Firm Name]

[Auditor Firm Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are pleased to engage your services as our external auditor for the fiscal year ending [Insert Year]. This letter outlines our agreement concerning your fees and the scope of services to be provided.

Scope of Services

Your services will include [briefly describe the services, e.g., auditing our financial statements, providing tax advice, etc.].

Fee Structure

The total fee for the services mentioned above will be [Insert Amount]. Payment will be made as follows:

- Deposit: [Insert Amount] due upon acceptance of this agreement.
- Final Payment: [Insert Amount] due upon completion of the audit.

Timeline

We expect the audit to commence on [Insert Start Date] and conclude by [Insert End Date].

Please indicate your acceptance of this agreement by signing below and returning a copy to us by [Insert Return Date].

Thank you for your collaboration. We look forward to a successful audit.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Acceptance

[Auditor's Name]

[Position]

[Auditor Firm Name]

Date: _____