

External Auditor Responsibilities

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip Code]

[Email]

[Phone Number]

Date: [Insert Date]

[Client Name]

[Client Title]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: External Auditor Responsibilities

Dear [Client Name],

As the external auditor for [Client Company Name], I would like to outline our responsibilities during the audit process:

1. Conducting an audit in accordance with generally accepted auditing standards.
2. Assessing the risk of material misstatement in the financial statements.
3. Evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management.
4. Obtaining sufficient appropriate audit evidence to provide a basis for our opinion on the financial statements.
5. Communicating any significant findings or issues to you in a timely manner.

We appreciate the opportunity to work with you and elevate the integrity of your financial reporting.

Thank you,

[Your Name]

[Your Firm Name]