

# External Audit Confirmation of Scope

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the scope of the external audit services to be provided by [Auditor's Firm Name] for the fiscal year ending [Fiscal Year End Date].

The objective of the audit will be to express an opinion on the financial statements of [Company Name] in accordance with [Relevant Financial Reporting Framework]. The engagement will include, but is not limited to, the following:

- Reviewing the financial statements for compliance with [Specific Standards].
- Testing the internal controls relevant to financial reporting.
- Assessing the accounting principles used and significant estimates made by management.
- Evaluating the overall financial statement presentation.

Please confirm your acceptance of this scope by signing and returning this letter to us by [Due Date].

We appreciate your cooperation and look forward to working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Accepted by:

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[Recipient's Name]

[Recipient's Position]

[Company Name]

Date: \_\_\_\_\_