

External Audit Engagement Notice

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Contact Name],

We are pleased to inform you that [Your Firm's Name] has been selected to conduct the external audit for your financial statements for the year ending [Insert Date]. Our engagement will encompass the audit of the financial statements in accordance with [Applicable Standards].

The objectives of our audit are to obtain reasonable assurance that the financial statements are free from material misstatement. Our audit will involve examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

As part of our engagement, we would like to schedule an initial meeting to discuss the audit process, timelines, and any specific concerns or requirements you might have.

We look forward to working with you and your team to ensure a smooth and successful audit.

Thank you for choosing [Your Firm's Name].

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Your Contact Information]