

# Engagement Letter for Financial Review

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our understanding of the engagement to perform a financial review of [Client's Company Name] for the period ending [Insert Date]. This letter outlines the scope of our engagement and our respective responsibilities.

## Scope of Work

We will perform a financial review in accordance with [Relevant Standards, e.g., AICPA standards] and will provide our conclusion in a written report. Our review will include:

- Analyzing financial statements
- Conducting inquiries of management
- Evaluating accounting principles used

## Responsibilities

Our responsibilities are to provide an independent conclusion on the financial statements based on our review. You are responsible for the preparation and fair presentation of the financial statements in accordance with [Applicable Financial Reporting Framework].

## Fees

The fee for this review will be [\$Amount] plus applicable taxes, and will be billed upon completion of the review.

Please indicate your acceptance of this engagement by signing below and returning a copy of this letter to us.

Sincerely,

[Your Name]

[Your Position]

[Your Firm's Name]

[Your Firm's Address]

Accepted by:

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[Client's Name]

[Client's Title]

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