

Fiscal Audit Arrangement

Date: [Insert Date]

To: [Auditor's Name]

[Auditor's Firm]

[Firm's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are writing to formally arrange for the fiscal audit of our financial statements for the year ending [Insert Date]. In accordance with our previous discussions, we would like to confirm the following details:

- **Audit Period:** [Insert Fiscal Year]
- **Requested Start Date:** [Insert Start Date]
- **Completion Date:** [Insert Completion Date]
- **Key Contacts:** [Insert Key Contacts with Contact Information]

Please let us know if you require any additional information or documents to facilitate the audit process. We look forward to working with you and your team to ensure a smooth and efficient audit.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]