

Letter of Solicitation for Financial Audit Services

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I hope this letter finds you well. We are reaching out to solicit proposals for financial audit services for [Your Organization]. We are seeking a qualified firm that can provide comprehensive auditing services to assess our financial statements and practices.

The objectives of the audit include:

- Evaluating the accuracy of our financial statements.
- Assessing compliance with applicable laws and regulations.
- Identifying areas for operational improvements.

We invite your firm to submit a proposal that includes the following:

- Your firm's qualifications and experience.
- A proposed audit plan and timeline.
- Fee structure and payment terms.

Proposals should be submitted by [Submission Deadline] and can be sent to [Your Email or Mailing Address]. We will review all submissions and make a decision by [Decision Date].

Thank you for considering this opportunity. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]