

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Firm Name]

[Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Appointment as External Auditor

We are pleased to inform you that [Your Company Name] has appointed [Auditor's Firm Name] to act as our external auditor for the fiscal year [Year]. This appointment is subject to the terms and conditions outlined in this letter.

1. **\*\*Scope of Work:\*\***

[Provide a brief description of the scope of the audit work to be performed, including any specific areas of focus.]

2. **\*\*Audit Fees:\*\***

The total fee for your services will be [specify fee], payable [specify payment terms].

3. **\*\*Duration:\*\***

Your appointment is effective from [start date] to [end date], contingent upon successful completion of the audit, and may be extended upon mutual agreement.

4. **\*\*Responsibilities:\*\***

You are expected to perform the audit in accordance with [specify auditing standards, e.g., GAAP, IFRS]. You will prepare a comprehensive report upon completion of the audit.

5. **\*\*Confidentiality:\*\***

You agree to maintain the confidentiality of all proprietary information obtained during the course of the audit.

6. **\*\*Acceptance:\*\***

Please sign and return a copy of this letter to confirm your acceptance of this appointment and adherence to the terms outlined.

We look forward to working with you and appreciate your services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Accepted and Agreed:

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[Auditor's Name]

[Auditor's Firm Name]

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