

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Firm Name]

[Auditor's Firm Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are pleased to confirm the appointment of [Auditor's Firm Name] as our external auditor for the fiscal year ending [Fiscal Year End Date]. Your engagement will commence on [Start Date] and will encompass the audit of our financial statements for the period ending [Fiscal Year End Date].

As discussed, the scope of the audit will include:

1. Examination of the financial statements in accordance with applicable auditing standards.
2. Assessment of internal controls and risk management processes.
3. Recommendations for improvements in financial reporting.

Please provide us with the necessary documentation and requirements to facilitate the smooth execution of the audit process. We look forward to working closely with your team.

If you have any questions or need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]