

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Firm Name]

[Auditor's 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] as our external auditor for the fiscal year ending [Fiscal Year End Date]. This appointment is made in accordance with our company's governance policies and subject to the approval of the shareholders at the upcoming annual general meeting.

The scope of your audit will include:

1. Examination of the financial statements prepared by management.
2. Assessment of compliance with applicable laws and regulations.
3. Evaluation of internal controls and risk management processes.

We expect the audit to commence on [Start Date] and to be completed by [End Date]. Please ensure that the audit team coordinates closely with our finance department to facilitate a smooth process.

You will be required to present your findings and recommendations to the board of directors.

Please acknowledge your acceptance of this appointment by signing and returning a copy of this letter by [Return Date].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Enclosure: Acceptance Copy