

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Firm]

[Firm's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Appointment as External Auditor for [Company Name]

We are pleased to inform you that [Company Name] has decided to appoint [Auditor's Firm] as our external auditor for the fiscal year ending [Fiscal Year End Date]. This decision was made after careful consideration and evaluation of your qualifications and expertise. As part of your appointment, we are outlining the key responsibilities and expectations:

1. **Scope of Work**: Your services will include but are not limited to the audit of our financial statements, internal control evaluation, and providing insights on compliance with applicable regulations.
2. **Audit Timeline**: The audit is expected to commence on [Start Date] and conclude by [End Date]. Key deadlines include [list important dates related to the audit process].
3. **Fees and Payment Terms**: The agreed-upon fees for your services will be [Amount]. Payment will be made according to the following schedule: [list payment terms].
4. **Confidentiality**: All information acquired during the audit process will be treated with the highest level of confidentiality and will not be disclosed without prior consent.
5. **Communication**: We expect regular updates on the audit status and any significant findings should be communicated promptly to our management team.

Please signify your acceptance of this appointment by signing and returning a copy of this letter by [Return Date]. We look forward to working together and appreciate your expertise in ensuring our financial integrity.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]

Accepted by:

[Auditor's Name]

[Auditor's Title]

[Auditor's Firm]

**Date: _____ **