

[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 Auditor

We are pleased to inform you that [Company Name] has officially appointed you as our auditor for the fiscal year ending [Fiscal Year End Date].

This appointment is effective from [Start Date] and will continue until the completion of the audit process.

We expect you to conduct the audit in accordance with applicable auditing standards and provide us with your professional insights regarding our financial statements. Please confirm your acceptance of this appointment by signing and returning the enclosed copy of this letter by [Response Deadline Date].

We look forward to working together during this audit period.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Enclosure: Copy of Appointment Letter]