

**\*\*[Your Firm's Letterhead]\*\***

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

**\*\*Subject: Auditor Engagement Letter\*\***

Dear [Client's Name],

**1. \*\*Introduction\*\***

We are pleased to confirm our understanding of the services we will provide to [Client's Name] for the audit of your financial statements for the year ended [Fiscal Year End Date].

**2. \*\*Scope of Services\*\***

We will conduct our audit in accordance with [Applicable Standards, e.g., GAAS, IFRS]. Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

**3. \*\*Responsibilities of Management\*\***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with [Applicable Financial Reporting Framework].

**4. \*\*Auditor Responsibilities\*\***

Our responsibility is to express an opinion on the financial statements based on our audit. We will also communicate with you regarding any significant deficiencies in internal control that we identify.

**5. \*\*Timing and Fees\*\***

The audit will commence on [Start Date] and is expected to be completed by [Completion Date]. Our fees for these services will be [Fee Structure].

**6. \*\*Communication Protocol\*\***

We will maintain open communication throughout the audit and will schedule a meeting to discuss our findings and any issues that arise.

**7. \*\*Limitation of Liability\*\***

[Include any limitations on liability, if applicable.]

**8. \*\*Acceptance\*\***

Please sign and return a copy of this letter to confirm your acceptance of the terms of our engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Firm]

**\*\*Acknowledgment and Acceptance\*\***

I, [Client's Name], accept the terms of this engagement letter.

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[Client's Signature]

[Date]