

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Auditor's Name]  
[Auditor's Firm Name]  
[Firm Address]  
[City, State, ZIP Code]

Dear [Auditor's Name],

Subject: Appointment as Auditor

I am pleased to inform you that [Your Company/Organization Name] has appointed you as our auditor for the fiscal year [Year]. Your expertise in auditing and your reputation for professionalism align well with our organization's goals and values.

As our auditor, your primary responsibilities will include:

1. Conducting a thorough examination of our financial statements.
2. Assessing our financial reporting processes and internal controls.
3. Providing an independent opinion on the fairness of our financial statements.

We anticipate that your engagement will commence on [Start Date] and will be completed by [Completion Date]. Please confirm your acceptance of this appointment at your earliest convenience.

We look forward to working with you and value your contributions to our organization.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]