

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Firm Name]

[Auditor's Firm Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Appointment as Auditor for [Company Name]

We are pleased to inform you that [Company Name] has appointed you as our auditor for the fiscal year ending [Fiscal Year End Date]. We are confident that your expertise will provide us with valuable insights and assistance in our financial reporting and compliance obligations.

Your responsibilities will include conducting a comprehensive audit of our financial statements, ensuring adherence to applicable accounting standards, and providing recommendations for improvement where necessary.

We anticipate your audit will commence on [Proposed Start Date] and conclude by [Proposed End Date].

Please confirm your acceptance of this appointment by signing and returning the enclosed copy of this letter. Should you have any queries or require further information, do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Enclosure: Copy of Appointment Letter for Signature]