

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Title]

[Auditor's Firm]

[Auditor's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Appointment as Auditor

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

Your responsibilities will include the following:

- Conducting a thorough audit of our financial statements
- Providing an independent opinion on the financial position of the company
- Ensuring compliance with applicable laws and regulations

We believe your expertise and experience will be invaluable to us as we undertake this process. We look forward to working closely with you and your team.

Please confirm your acceptance of this appointment by [Response Due Date].

Thank you, and welcome aboard.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]