

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Auditor's Name]
[Auditor's Firm Name]
[Auditor's Firm Address]
[City, State, Zip Code]
Dear [Auditor's Name],

Subject: Renewal of Auditor Appointment

We are pleased to inform you that the [Your Company Name] is seeking to renew your appointment as our auditor for the upcoming fiscal year. Your expertise and commitment over the previous term have been invaluable to us, and we believe that continuing our partnership would be in the best interest of our organization.

We would appreciate your confirmation of acceptance for this renewal by [response deadline]. Should you require any further information or wish to discuss terms, please do not hesitate to contact me.

Thank you for your continued support and guidance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]