

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appointment of Auditor

We are pleased to announce the appointment of [Auditor's Firm Name] as our independent auditor effective [Start Date]. This decision comes as part of our commitment to uphold the highest standards of financial integrity and transparency.

[Auditor's Firm Name] brings extensive experience in [specific areas of expertise], and we are confident in their ability to provide valuable insights and ensure compliance with all applicable regulations.

We look forward to working closely with [Auditor's Firm Name] and believe that their contributions will significantly enhance our auditing processes.

For any further information, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]