

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Auditor Appointment Process

We are writing to formally initiate the process for the appointment of an external auditor for [Company Name] for the fiscal year ending [Fiscal Year End Date].

In accordance with our internal policy and applicable regulations, we are seeking qualified candidates to provide comprehensive auditing services. This process will ensure transparency and high standards in our financial reporting.

Key dates for the appointment process are as follows:

- ****Proposal Submission Deadline:**** [Date]

- ****Interviews:**** [Date(s)]

- ****Final Decision Announcement:**** [Date]

Please ensure that all proposals include the following information:

- Overview of firm qualifications
- Relevant experience in our industry
- Proposed audit methodology
- Fee structure

We look forward to your prompt response regarding your intent to submit a proposal. Should you require any additional information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Your Contact Information]