

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Audit Firm's Name]

[Audit Firm's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Engagement of Audit Services

We are pleased to confirm our engagement of [Audit Firm's Name] to provide audit services for [Your Company Name] for the fiscal year ending [Fiscal Year End Date].

Scope of Services:

The audit will include an examination of the financial statements of [Your Company Name] in accordance with auditing standards generally accepted in [Country/Region].

Responsibilities:

- [Your Company Name] is responsible for the preparation and fair presentation of the financial statements.
- [Audit Firm's Name] will conduct the audit in accordance with applicable standards and provide an opinion on the financial statements.

Fees:

The agreed-upon fee for your services will be [Fee Amount], payable upon completion of the audit.

We look forward to working with you and appreciate your expertise in this matter. Please confirm your acceptance of this engagement by signing and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

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[Auditor's Name]

[Date]