

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Firm Name]

[Auditor's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Appointment as Auditor

We are pleased to inform you that [Your Company Name] has appointed you as our external auditor for the fiscal year ending [Fiscal Year End Date]. Your extensive experience and expertise in auditing will be invaluable to us as we strive to maintain the highest standards of financial integrity.

As our appointed auditor, we expect your engagement will commence on [Start Date], and we anticipate your comprehensive audit report by [Report Due Date]. Please confirm your acceptance of this appointment by signing and returning a copy of this letter.

We look forward to working closely with you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Enclosure: Acceptance Copy]

---

[Acceptance Copy]

I, [Auditor's Name], hereby confirm my acceptance of the appointment as auditor for [Your Company Name] for the fiscal year ending [Fiscal Year End Date].

---

[Auditor's Signature]

[Date]