

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Firm]

[Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Notification of Auditor Selection

We are pleased to inform you that after careful consideration, [Your Company Name] has selected [Auditor's Firm] to serve as our external auditor for the fiscal year [Year].

We appreciate the expertise and professionalism that you demonstrated during the selection process, and we believe that your services will greatly benefit our organization.

We look forward to collaborating with you and your team throughout the upcoming audit. Please feel free to reach out to us with any questions or to discuss the next steps.

Thank you and congratulations!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]