

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Firm]

[Auditor's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Confirmation of Auditor Appointment

We are pleased to confirm your appointment as the auditor for [Your Company Name] for the fiscal year ending [Fiscal Year End Date].

As discussed, the key details of our engagement are as follows:

- ****Scope of the Audit:**** [Brief description of the audit scope]
- ****Timeline:**** [Dates for audit planning, fieldwork, and final report delivery]
- ****Fees:**** [Agreed fee structure]
- ****Contact Person:**** [Your Name and Position, along with contact details]

Please sign and return a copy of this letter to acknowledge your acceptance of this appointment.

We look forward to working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Accepted by:

[Auditor's Name]

[Date]