

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Appointment Request for Auditor Services

We hope this message finds you well.

We are reaching out to formally request the appointment of [Auditor's Name/Company] as our external auditor for the fiscal year ending [Fiscal Year-End Date]. This appointment is essential for ensuring compliance with statutory regulations and enhancing our financial integrity.

We are confident that your expertise and experience will provide our organization with valuable insights and contribute to our commitment to transparency and accountability.

Please let us know your availability for an initial meeting to discuss this appointment further.

Thank you for considering our request. We look forward to your affirmative response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]