

[Your Firm's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Subject: Confirmation of Audit Engagement

Dear [Recipient's Name],

We are writing to confirm our understanding of the audit services we will provide for [Client's Company Name] for the fiscal year ending [Fiscal Year End Date]. This letter outlines the terms and objectives of our audit engagement.

1. ****Scope of the Audit****:

Our audit will be conducted in accordance with [applicable auditing standards, e.g., GAAS, IFRS, etc.], and will include a review of the financial statement's integrity, compliance with applicable laws, and an evaluation of the effectiveness of internal controls.

2. ****Responsibilities****:

- Our responsibility is to express an opinion on the financial statements based on our audit.
- Your responsibility is to provide us with access to necessary records, documentation, and other information.

3. ****Deliverables****:

- We will issue an audit report stating our opinion on the financial statements.
- Additional reports may be provided regarding internal controls and compliance matters as necessary.

4. ****Timeline****:

The audit is scheduled to commence on [start date] and conclude by [end date], with final reports delivered by [delivery date].

5. ****Fees****:

The estimated fee for the audit services is [fee amount], subject to any additional services requested.

Please sign and return a copy of this letter to indicate your agreement with the terms outlined above.

Thank you for choosing [Your Firm's Name]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Phone Number]

[Email Address]

Acknowledged and agreed by:

[Recipient's Name]

[Recipient's Position]

[Date]