

# Audit Acceptance Letter

Dear [Recipient Name],

With reference to the audit request that you sent on [some date], we are glad to inform you that we decided to accept the assignment as per specified terms and conditions. Listed below is an outline of the project scope:

- 1) The audit will be conducted from [start date] till [end date].
- 2) Area of audit: [list of departments of entities included in the audit]
- 3) Audit scope: [the type of the audit: financial, fraud, etc. what will be audited]
- 4) Audit Standard: [the framework used in the audit process]
- 5) Exclusions: [what is not included in the audit]
- 6) Deliverables: [a brief description of outcomes and the reports that will be delivered ]

Going further from here, we propose the following action plan:

- 1) Your finance department will provideâ€¦..
- 2) Our team will be given access toâ€¦..
- 3) Additional points
- 4) â€¦!â€¦!
- 5) â€¦!â€¦!.

Thank you again for your trust. Looking forward to doing business with you.

Sincerely,