

Audit Announcement Letter

Dear [Client Name],

We are writing to inform you of our intention to conduct an audit of your company's financial statements for the fiscal year ending [Date].

Our audit will be performed in accordance with generally accepted accounting principles (GAAP) and will include a review of your company's financial records, internal controls, and compliance with applicable laws and regulations.

Our team of experienced auditors will work closely with your company's management and staff to ensure a smooth and efficient audit process. We may require access to your company's financial and operational information, including bank statements, invoices, contracts, and other relevant documents.

It is important to note that our audit is not an investigation, and we are not seeking to uncover fraud or other irregularities. Rather, our objective is to provide an independent assessment of your company's financial position, performance, and compliance with accounting standards and regulatory requirements.

We believe that our audit will be of great value to your company, as it will provide you with an objective and impartial evaluation of your financial statements and internal controls. It will also give your stakeholders, including shareholders, lenders, and regulators, confidence in your company's financial reporting.

We look forward to working with you and your team on this important engagement. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Company Name]