Professional acceptance of audit engagement

Subject: Acceptance of Audit Engagement for [Company Name]

Dear [Client Name/Board of Directors],

We are pleased to formally accept your invitation to serve as the independent auditors for [Company Name] for the fiscal year ending [Date]. This letter serves as our official confirmation of the audit engagement and outlines our understanding of the scope and terms of our professional services.

We acknowledge our responsibility to conduct the audit in accordance with generally accepted auditing standards (GAAS) and applicable regulatory requirements. Our audit will include an examination of your financial statements and internal controls to express an opinion on their fair presentation in accordance with the applicable financial reporting framework.

We understand that management is responsible for the preparation and fair presentation of the financial statements, maintaining effective internal control over financial reporting, and providing us with all necessary information and access to records, documentation, and personnel.

Our preliminary audit timeline indicates fieldwork will commence on [Date] with an anticipated completion date of [Date]. We will coordinate closely with your finance team to minimize disruption to daily operations while ensuring comprehensive audit coverage.

The estimated audit fee for this engagement is $[Amount], subject to the terms outlined in our separate engagement letter. This fee is based on our current understanding of your operations and may be adjusted if significant changes in scope occur.

We appreciate the confidence you have placed in our firm and look forward to serving [Company Name]. Please sign and return one copy of this letter to indicate your agreement with the terms outlined herein.

Sincerely,

[Auditor Name]

[Title]

[Firm Name]

[Contact Information]

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