

Initial acceptance pending final terms

Subject: Preliminary Acceptance of Audit Engagement - [Company Name]

Dear [Client Contact],

Thank you for considering our firm for your upcoming audit engagement. We are writing to confirm our preliminary acceptance of the audit for [Company Name], pending finalization of terms and completion of our client acceptance procedures.

We have conducted an initial assessment of your organization and believe we can provide the professional audit services you require. Our team has the necessary expertise in your industry sector and is well-versed in the applicable accounting standards and regulatory requirements.

To proceed with formal acceptance, we will need to complete the following items:

- Final independence verification
- Risk assessment completion
- Engagement letter execution
- Fee agreement confirmation

We anticipate completing these preliminary steps within [timeframe] and will provide you with a formal engagement letter shortly thereafter. In the meantime, please feel free to contact us with any questions or concerns.

We look forward to the opportunity to serve as your independent auditors and contribute to your organization's financial transparency and stakeholder confidence.

Best regards,

[Auditor Name]

[Firm Name]

[Email]

[Phone]

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