Acceptance for governmental audit engagement

Subject: Acceptance of Governmental Audit Engagement - [Entity Name]

Dear [Government Official/Audit Committee Chair],

We hereby accept the appointment to conduct the independent audit of [Government Entity Name] for the fiscal year ending [Date], in accordance with Government Auditing Standards (Yellow Book) and applicable federal, state, and local regulations.

Our firm meets all independence requirements and has the necessary qualifications to perform governmental audits. We possess current peer review ratings and maintain appropriate professional liability insurance as required for this engagement.

This audit will include examination of the financial statements, assessment of internal controls over financial reporting, and testing for compliance with laws and regulations that have a material effect on the financial statements. We will also evaluate compliance with grant requirements and perform single audit procedures if applicable.

We understand our responsibility to report any instances of fraud, illegal acts, or significant deficiencies in internal control that come to our attention during the audit. All findings will be communicated in accordance with professional standards and regulatory requirements.

Our audit approach will emphasize transparency and accountability, consistent with the public trust placed in governmental entities. We will work diligently to complete the audit within the statutory deadline and provide clear, actionable recommendations.

The audit fee has been established at $[Amount] as specified in the competitive bidding process. This engagement is subject to the terms and conditions outlined in our proposal and the standard governmental audit contract.

We are honored to serve the citizens of [Jurisdiction] through this important work and look forward to contributing to governmental accountability and transparency.

Respectfully,

[Partner Name]

[CPA Firm Name]

[Professional Credentials]

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