

Quick acceptance for time-sensitive situations

Subject: URGENT - Audit Engagement Acceptance - [Company Name]

Dear [Client Name],

We understand the time-sensitive nature of your audit requirements and are pleased to confirm our immediate acceptance of the audit engagement for [Company Name].

Due to the compressed timeline, we are mobilizing our resources immediately and will begin preliminary procedures this week. Our senior audit team has been assigned to this engagement and will work diligently to meet your [deadline/regulatory requirement].

We acknowledge the following critical dates:

- Audit commencement: [Date]
- Fieldwork completion target: [Date]
- Final report delivery: [Date]

While the timeline is aggressive, our firm has successfully completed similar urgent engagements and we are confident in our ability to deliver quality audit services within your required timeframe.

We will need immediate access to your accounting records, key personnel, and any prior audit documentation to ensure efficient execution. Our engagement letter will follow separately, but we wanted to provide this prompt confirmation given the urgency.

Please confirm receipt of this message and your agreement to proceed immediately.

Best regards,

[Senior Partner Name]

[Firm Name]

[Direct Phone]

[Mobile Phone]

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