

Formal Appointment of Auditor

Subject: Appointment as Auditor

Dear [Auditor Name],

We are pleased to inform you that [Company Name] has appointed you as our official auditor for the financial year [Year]. Your responsibilities will include examining our accounts, providing audit reports, and ensuring compliance with statutory requirements.

We look forward to your professional guidance and assistance. Please acknowledge your acceptance of this appointment.

Sincerely,

[Authorized Signatory]

[Designation]

[Company Name]

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