

Audit Acceptance Letter for First-Time Engagement

Subject: Acceptance of First-Time Audit Appointment

Dear [Auditor's Name],

This letter confirms our acceptance of your appointment as auditor for [Company Name] for the financial year [Year]. As this is our first engagement together, we are confident that your expertise will add great value to our financial reporting process.

We will provide full cooperation and access to all necessary records. Please share your audit plan so we can make the required arrangements.

We look forward to a successful collaboration.

Yours sincerely,

[Your Name]

[Your Position]

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