

Formal Audit Acceptance Letter

Subject: Acceptance of Audit Engagement

Dear [Recipient's Name],

We acknowledge receipt of your proposal to conduct the statutory audit of our company's financial records for the year ending [Date]. After careful review, we are pleased to confirm our acceptance of your firm as our appointed auditor for this period.

We look forward to working closely with your team to ensure full compliance with regulatory standards and to maintain transparency in our financial reporting. Kindly proceed with the initial audit planning as per the agreed schedule.

Thank you for your cooperation and professionalism.

Sincerely,

[Your Name]

[Your Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/audit-acceptance-letter>