

Audit Acceptance Letter for Government Agency

Subject: Confirmation of Audit Appointment

Dear [Auditor's Name],

We are writing to confirm our acceptance of your firm's appointment as auditor of [Government Department/Agency] for the financial period [Year]. Your mandate will include the review of financial statements and evaluation of internal controls in accordance with government audit standards.

Our administrative office will provide access to all records required for your work. Please coordinate with [Contact Person's Name] for scheduling and logistical matters.

Yours faithfully,

[Authorized Officer's Name]

[Designation]

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