

[Date]

[Auditor Name]

[Auditor Title]

[Audit Firm Name]

[Address]

[City, State, Zip Code]

Subject: Notification of External Audit Engagement

Dear [Auditor Name],

This letter serves as formal notification that [Company Name] has selected [Audit Firm Name] to conduct the external audit of our financial statements for the fiscal year ending [Date].

The scope of this audit will include an examination of our financial records, internal control systems, and compliance with applicable accounting standards. We intend for the audit process to commence on [Start Date] and aim for completion by [Target End Date].

Our team is prepared to provide all necessary documentation, including financial ledgers, bank statements, and inventory records, to facilitate a thorough review. Please coordinate with [Internal Contact Person Name] at [Phone Number/Email] to schedule the preliminary meeting and establish the audit timeline.

We look forward to a professional and productive engagement.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]