

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: Independent Third-Party Audit Engagement and Remediation Review**

Dear [Client Contact Name],

This letter confirms the engagement of [Audit Firm Name] to conduct an independent third-party audit and remediation review of [Company Name]'s [Specific System/Process/Department].

**1. Scope of Work**

The audit will evaluate compliance with [Specific Standards/Regulations, e.g., ISO 27001, SOC2, HIPAA]. Following the initial assessment, we will conduct a remediation review to verify that identified gaps and deficiencies have been appropriately addressed.

**2. Objectives**

- To identify control weaknesses and areas of non-compliance.
- To provide a formal Report of Findings.
- To validate the effectiveness of corrective actions implemented by management.

**3. Audit Timeline**

- Fieldwork Phase: [Start Date] to [End Date]
- Draft Report Issuance: [Date]
- Remediation Review Period: [Start Date] to [End Date]
- Final Certification/Closing Report: [Date]

**4. Management Responsibilities**

Management is responsible for providing unrestricted access to personnel, facilities, and documentation necessary for the audit. Management is also responsible for the design and implementation of remediation plans for any findings identified during the process.

**5. Confidentiality**

[Audit Firm Name] will maintain the confidentiality of all proprietary information obtained during this engagement, except as required by law or professional standards.

**6. Fees**

The professional fees for this engagement are estimated at [Amount], plus applicable expenses, payable according to the following schedule: [Payment Terms].

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Signature]  
[Name of Lead Auditor]  
[Title]  
[Audit Firm Name]

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**Accepted by:**

Signature: \_\_\_\_\_

Name: [Client Representative Name]

Title: \_\_\_\_\_

Date: \_\_\_\_\_