

[Date]

[Plan Administrator Name]

[Plan Name]

[Address]

[City, State, Zip Code]

Dear [Name],

We are pleased to confirm our understanding of the services we are to provide for the [Name of Defined Benefit Plan] (the "Plan") for the year ended [Date].

## **1. Scope of Audit**

We will audit the financial statements of the Plan, which comprise the statement of net assets available for benefits as of [Date], and the related statement of changes in net assets available for benefits for the year then ended, and the related notes to the financial statements.

Our audit will also include the supplemental schedules required by the Employee Retirement Income Security Act of 1974 (ERISA) and Department of Labor (DOL) regulations.

## **2. Objective of the Audit**

The objective of our audit is the expression of an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (GAAP).

## **3. Auditor Responsibilities**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards for financial audits contained in Government Auditing Standards (if applicable). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Our audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

## **4. Management Responsibilities**

Management and the Plan Administrator are responsible for:

- The preparation and fair presentation of the financial statements in accordance with GAAP.

- The design, implementation, and maintenance of internal controls relevant to the preparation of financial statements.
- Ensuring the Plan complies with the provisions of the Plan document, ERISA, and the Internal Revenue Code.
- Providing us with access to all information of which management is aware that is relevant to the preparation of the financial statements.
- Providing an actuarial valuation prepared by a qualified actuary.

## **5. ERISA Section 103(a)(3)(C) Audit (Optional Clause)**

[Include if applicable]: You have instructed us to perform an ERISA Section 103(a)(3)(C) audit. We will not perform any auditing procedures with respect to information prepared and certified by a qualified institution (bank or insurance carrier) regarding the Plan's investments.

## **6. Fees**

Our fees for these services will be \$[Amount], plus out-of-pocket expenses. This fee is based on the assumption that unexpected circumstances will not be encountered during the audit.

## **7. Reporting**

We will issue a written report upon completion of our audit. Our report will be addressed to the Plan Administrator and Plan Participants. We cannot provide assurance that an unmodified opinion will be expressed.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements.

Sincerely,

[Audit Firm Name]

**Accepted by:**

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

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

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