

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Name of Client Representative],

This letter confirms our understanding of the terms and objectives of our engagement to perform a Single Audit of [Client Name] for the fiscal year ended [Date].

1. Scope of Services

We will audit the financial statements of [Client Name] and perform a compliance audit over its major federal programs in accordance with auditing standards generally accepted in the United States (GAAS), Government Auditing Standards, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

2. Objectives of the Audit

The objectives of our audit are to:

- Express an opinion on whether the financial statements are presented fairly in all material respects.
- Express an opinion on whether [Client Name] complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of its major programs.
- Report on internal control over financial reporting and compliance.

3. Management Responsibilities

Management is responsible for:

- The preparation and fair presentation of the financial statements and the Schedule of Expenditures of Federal Awards (SEFA).
- Establishing and maintaining effective internal controls over financial reporting and federal awards.
- Identifying and complying with all laws, regulations, and provisions of contracts or grant agreements.
- Providing us with access to all records, documentation, and personnel necessary to complete the audit.

4. Reporting

At the conclusion of the engagement, we will issue written reports as required by Government Auditing Standards and the Uniform Guidance. We cannot provide assurance that unmodified opinions will be expressed. If our opinions are other than unmodified, we will discuss the reasons with you in advance.

5. Fees

Our fees for these services will be based on the time required by the individuals assigned to the engagement plus out-of-pocket expenses. Our estimated fee for this engagement is \$[Amount].

6. Acceptance

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

Sincerely,

[Audit Firm Name]

[Partner Signature]

Accepted by [Client Name]:

Signature: _____

Title: _____

Date: _____