

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Contact Name]
[Audit Firm Name]
[Address Line 1]
[City, State, Zip Code]

RE: Dispute Resolution Regarding Audit Engagement Letter dated [Date]

Dear [Contact Name],

This letter serves as a formal notification regarding a dispute concerning the terms and conditions outlined in the Audit Engagement Letter dated [Date of Engagement Letter].

Specifically, we are contesting the following sections or issues:

- [Description of Item 1, e.g., Scope of Work]
- [Description of Item 2, e.g., Fee Structure/Billing]
- [Description of Item 3, e.g., Liability Limitations]

Our position is based on the following facts: [Provide brief details regarding why the dispute has arisen and any supporting documentation].

In accordance with the dispute resolution clause provided in Section [Number] of the existing agreement, we propose the following steps to resolve this matter:

1. An initial meeting between [Internal Representative] and [Firm Representative] to be held by [Date].
2. [Optional: Mediation/Arbitration preference if the meeting fails].

We value our relationship with [Audit Firm Name] and aim to reach a mutually agreeable resolution to ensure the audit process remains timely and professional.

Please acknowledge receipt of this letter and provide your availability for a discussion by [Date].

Sincerely,

[Signature]
[Printed Name]
[Title/Position]