

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Name],

This letter confirms our understanding of the terms and objectives of our engagement to perform agreed-upon procedures regarding the grant expenditure of [Organization Name] for the period [Start Date] to [End Date].

Scope of Work

The procedures to be performed are solely to assist [Organization Name] in evaluating its compliance with the requirements of Grant [Grant Number/Name]. The procedures we will perform are as follows:

- Verify a sample of expenditures against supporting invoices and proof of payment.
- Confirm that expenditures were incurred within the approved grant period.
- Verify that expenditures align with the approved budget categories.
- Check for appropriate internal authorization and approval of expenses.

Nature of the Engagement

This engagement will be conducted in accordance with the attestation standards established by the [Relevant Accounting Body]. The sufficiency of these procedures is solely the responsibility of [Organization Name]. Consequently, we make no representation regarding the sufficiency of the procedures described above.

Because the agreed-upon procedures do not constitute an examination or a review, we will not express an opinion or conclusion. If we were to perform additional procedures, other matters might come to our attention that would be reported to you.

Reporting

We will issue a written report listing the procedures performed and our findings. The report is intended solely for the use of [Organization Name] and [Grantor Name], and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Fees

Our fees for these services will be [Amount/Hourly Rate], plus out-of-pocket expenses. Invoices are payable upon receipt.

Acceptance

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

Sincerely,

[Firm Name]

[Authorized Signature Name]

Accepted by [Organization Name]:

Signature: _____

Name: [Name]

Title: [Title]

Date: [Date]