

Auditorâ€™s Appointment Letter for Tax Audit

To,

M/s. [Auditorâ€™s Firm Name]

[Address Line 1]

[Address Line 2]

[City], [State], [PIN Code]

Date: [DD/MM/YYYY]

Subject: Appointment as Auditor for Conducting Tax Audit for the Financial Year [YYYY-YY]

Dear Sir/Madam,

We are pleased to inform you that the Board of Directors/Partners/Proprietor of **[Company/Firm Name]** has decided to appoint your firm as Auditor for conducting the Tax Audit under Section 44AB of the Income Tax Act, 1961 for the financial year [YYYY-YY].

We request you to carry out the tax audit of our books of accounts and related records for the aforesaid period and furnish your audit report in the prescribed forms 3CA/3CB and 3CD as per the provisions of the Income Tax Act.

We hereby confirm our acceptance to provide all necessary documents, information, explanations, and assistance required by you for the smooth completion of the audit.

Kindly acknowledge your acceptance of this appointment.

Thanking you,

Yours faithfully,

For [Company/Firm Name]

[Name]

[Designation]

- Appointment letter should be issued on the official letterhead of the entity.
- The auditorâ€™s acceptance of appointment should be obtained and filed.
- Include accurate details of the financial year and scope of audit.
- Retain copies of all correspondence for records and compliance.
- Provide necessary cooperation and documentation to the auditor.