

# Auditorâ€™s Report Submission Format

Report Reference No.: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Auditee Name: \_\_\_\_\_

Address: \_\_\_\_\_

## Subject: Submission of Auditorâ€™s Report

To,  
The Management,  
[Company/Organization Name]  
[Address Line]

Dear Sir/Madam,

We have conducted the audit of the financial statements of **[Company/Organization Name]** for the period ending **[Date]**. The audit has been carried out in accordance with applicable auditing standards and guidelines.

## Auditorâ€™s Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of **[Company/Organization Name]** as of **[Date]** and its financial performance and cash flows for the year then ended in accordance with the applicable financial reporting framework.

## Basis for Opinion

We conducted our audit in accordance with standards on auditing. Our responsibilities under those standards are further described in the Auditorâ€™s Responsibilities section of our report. We are independent of the company in accordance with the ethical requirements, and we have fulfilled our ethical responsibilities in accordance with these requirements.

## Emphasis of Matter (if any)

[Mention any matters here if applicable. If not, write "None".]

## Other Matters (if any)

[Mention any other matters here if applicable. If not, write "None".]

For and on behalf of  
**[Auditing Firm Name]**  
Chartered Accountants

[Name of Signing Auditor]  
[Designation]  
[Membership Number]

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

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**Important Notes:**

- This report should be signed and dated by the authorized auditor.
- Ensure all factual data and dates are verified and correct before submission.
- Basis for opinion and emphasis of matter should be clearly disclosed if relevant.
- Maintain confidentiality of all client information contained within the report.
- Refer to applicable auditing and ethical standards during preparation and submission.