

Short-Form Audit Engagement Letter

Date: [Insert Date]

To: [Client Name]

[Client Address]

Dear [Client Name],

This letter confirms our understanding of the terms of our engagement to audit the financial statements of [Client Entity Name] for the year ended [Fiscal Year End].

Our audit will be conducted in accordance with generally accepted auditing standards, with the objective of expressing an opinion on whether the financial statements give a true and fair view in accordance with [applicable financial reporting framework].

The responsibility for the preparation of the financial statements, including adequate disclosure, remains with the management of [Client Entity Name]. We will request all necessary information and access to records relevant to the audit.

Our engagement will include such tests of accounting records and such other procedures as we consider necessary in the circumstances. The audit process is subject to the limitations of an audit, and it is possible that material misstatements may not be detected.

Our fee for this engagement is [Fee Amount], plus applicable taxes and out-of-pocket expenses.

Please confirm your agreement to the terms of this engagement by signing and returning the attached copy of this letter.

Yours faithfully,

[Audit Firm Name]

[Partner/Authorized Signatory Name]

[Title]

Agreed and Accepted by:

[Client Name/Authorized Signatory]

[Title]

Date: _____

Important Notes:

- This is a sample template; specifics should be tailored to each engagement.
- The letter clarifies responsibilities and scope for both auditor and client.
- It is essential for legal protection and professional standards compliance.
- The document should be formally accepted and signed by both parties.
- Consider seeking legal or professional advice before finalizing the engagement letter.

