

Forensic Audit Engagement Letter

Date: [Insert Date]

To:

[Client Name]

[Client Address]

Dear [Client Name],

Subject: Forensic Audit Engagement

We are pleased to confirm our understanding of the engagement to provide forensic audit services to [Client Entity/Company Name] in relation to [describe issue, e.g., suspected fraud, financial irregularities, etc.] as requested by you.

Objective and Scope

The objective of this engagement is to conduct a forensic audit to investigate and report on [describe specific area(s) of concern or potential fraud, etc.]. Our procedures will include, but may not be limited to, reviewing accounting records, interviewing relevant personnel, analyzing transactions, and identifying anomalies as may be required.

Responsibilities

Our responsibility is to conduct the forensic audit in accordance with applicable professional standards. The client shall provide access to all necessary records, documents, and personnel to facilitate our investigation.

Deliverables

Upon completion of our procedures, we shall provide a written forensic audit report outlining our findings, observations, and any recommendations for further action or corrective measures.

Confidentiality

We shall maintain strict confidentiality regarding all information obtained during the engagement, except as required by law or with your prior consent.

Fees and Payment Terms

Our fees for the forensic audit will be [fee details or hourly rates], to be invoiced as work progresses and payable within [number] days of invoice date.

Acceptance

Kindly acknowledge your agreement to the terms of this engagement by signing and returning a copy of this letter.

Sincerely,

[Audit Firm Name]

[Authorized Representative Name & Title]

Accepted and Agreed:

[Client Name]

[Date]

Important Notes:

- Forensic audit engagement letters define the scope and limitations of the investigation.
- Carefully review confidentiality and reporting procedures before signing.
- Engagement terms ensure clarity over deliverables and responsibilities of both parties.
- Legal obligations and professional standards should be strictly adhered to during the audit.
- Fees and payment terms must be agreed upon before commencing the engagement.