

Special Purpose Audit Engagement Letter

Date: [Insert Date]

To: [Client Name and Address]

Dear [Client Contact Name],

Subject: Engagement Letter for Special Purpose Audit of [Specify Subject/Area, e.g. "Grant Utilization for FY 2023-2024"]

We are pleased to confirm our acceptance and understanding of our engagement to carry out a special purpose audit as requested by you. The objective of our audit is to provide assurance with respect to [specify the purpose, e.g., "the utilization of grant funds received for the financial year ending March 31, 2024"].

Scope of Engagement

Our engagement will be conducted in accordance with applicable auditing standards and will include such tests, checks and other procedures as we consider necessary under the circumstances to express our opinion on [describe the specific subject, e.g., "the compliance with stipulated grant conditions"].

Responsibilities

Our Responsibilities: To perform the audit in accordance with the terms outlined, and to report our findings to you.

Your Responsibilities: To provide all relevant documentation and information necessary for us to complete our audit and facilitate access to staff and records as required.

Reporting

Upon completion of the audit, we will issue a report setting out our findings and opinion on the specific matters set forth under the scope of this engagement.

Fees

Our fees for this engagement will be based on the time spent by our staff assigned to the engagement and will be billed as agreed.

Other Terms

This engagement is specific to the agreed purpose and should not be used or relied upon for any other purpose without our prior written consent.

If these arrangements are acceptable to you, please sign and return the attached copy of this letter.

Sincerely,

[Auditor's Firm Name]

[Auditor's Name and Signature]

[Designation]

Agreed and accepted by:

[Client Representative Name]

[Designation]

Important Notes:

- This letter defines the scope and terms of the special purpose audit engagement.
- It is customized for specific objectives, purposes, or areas of focus as required by the client or a regulator.
- Findings and reports from this engagement are not intended for general use and should not be distributed beyond the stated users.
- Responsibilities and access to information are shared between the auditor and the client to ensure audit effectiveness.
- This document should be agreed to and signed by both parties before commencing the work.