

Acceptance and Confirmation of Engagement Letter

Date: June 21, 2024

To:

Ms. Jane Doe
XYZ Corporation
456 Business St., Suite 789
City, State ZIP

Dear Ms. Doe,

We are pleased to confirm our acceptance and understanding of the terms and objectives of our engagement as outlined in your communication dated June 18, 2024. This letter serves as a formal confirmation of our agreement to provide professional services as discussed.

Scope of Services

We shall perform the following services for XYZ Corporation:

- Audit of the company's annual financial statements for the year ending December 31, 2024
- Preparation and submission of the required audit report
- Related advisory services as mutually agreed

Terms of Engagement

The engagement will be carried out in accordance with the relevant accounting and audit standards as applicable. We confirm our independence with respect to XYZ Corporation, and all information provided to us will be kept confidential except as required by law.

Our professional fees and expenses for the services will be billed as stipulated in the accompanying agreement.

Acceptance

Please acknowledge your acceptance of the terms of this engagement by signing and returning a copy of this letter.

Yours sincerely,

John Smith
Senior Partner
ABC Audit & Co.

Accepted and Confirmed by:

Signature

Name: _____

Title: _____

Date: _____

Important Notes:

- This document serves as a binding agreement once signed by both parties.
- Please ensure thorough review of all terms and scope before acceptance.
- Amendments to this engagement must be agreed upon in writing.
- Retain a copy of this letter for your records.