

Date: [Date]

To,  
[Auditing Firm Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP]

## Subject: Appointment Confirmation for Third-Party Auditor

Dear [Auditor's Name/Designation],

We are pleased to inform you that your firm, **[Auditing Firm Name]**, has been officially appointed as the Third-Party Auditor for **[Company Name]** for the financial year **[Year/Period]**.

This appointment has been made after careful consideration of your proposal and credentials, and is subject to the terms and conditions agreed upon during our discussions. We look forward to your support in conducting the audit as per the applicable standards and regulations. Please confirm your acceptance of this appointment at the earliest.

Kindly note that all data and materials required for the audit will be provided to your team upon commencement of the audit process. You will be expected to follow professional conduct and maintain strict confidentiality regarding our business information and records.

Should you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

[Name]  
[Designation]  
[Company Name]  
[Contact Details]

### Important Notes:

- This document serves as formal confirmation of auditor appointment.
- Ensure all statutory and compliance requirements are referenced.
- Maintain a signed copy for company and auditor records.
- Review terms of engagement and confidentiality clauses.
- Prompt acknowledgment of appointment is recommended.