To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Audit Engagement Acceptance Letter**

Dear Sir/Madam,

With reference to the audit request that you sent on [mention date], I am writing this letter to inform you that our firm, [mention name of the Audit firm] has decided to accept the audit assignment as per specified terms and conditions. Following is the outline of the scope of audit work:

1) The audit will be conducted from [start date] till [end date].  
2) Area of audit: [list of departments of entities included in the audit]  
3) Audit scope: [what will be audited i.e., the type of the audit: financial, fraud, etc.]   
4) Audit Standard: [the framework used in the audit process]  
5) Exclusions: [what is not included in the audit]  
6) Deliverables: [a brief description of outcomes and the reports that will be delivered ]  
Going further from here, we propose the following action plan:  
1) Your finance department will provide…..  
2) Our team will be given access to…..  
3) Additional points

Feel free to contact me for any further details and queries.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]