To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Statutory Auditors Appointment Letter**

Dear Mr./Mrs. [name of the Recipient],

We are pleased to inform you that the members of the Company, [mention Company’s name] have appointed your firm [name of Audit Firm] as their auditors in the company’s 12th Annual General Meeting held on [mention date]. This appointment is made by passing a resolution in that same meeting as per the guidelines of [mention name of the Act or Ordinance like Companies Act, 1956 ,etc.]. Please find attached with this letter a copy of that resolution.

You are requested to accept your appointment as the Statutory Auditors of the company.

Feel free to contact us for any queries or details.

Thanking You,

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]