**ACCEPTANCE LETTER**

To,

ABC Co.

**Ref:** Acceptance to act as Statutory Auditor of your company

Dear Sir,

With regards to our previous discussion, held on , and in response to your request for audit in letter no xxxx, we are pleased to inform you that your proposal for External Auditing of financial statements and our company will be carrying out the audit for the financial year\_\_\_\_\_\_\_\_.

We will be auditing the financial statements of your company, with the main objective of reaching an opinion which will be in accordance with the International Standards of Accounting/Auditing.

However, it is likely that some of the information may be left undiscovered, and for that we expect full co-operation from your staff, experts and internal auditors. Apart from analyzing and giving an unbiased opinion, we expect to provide assistance in areas where we find material weaknesses in your accounting system.

Kindly review our engagement letter with the terms and conditions attached with this letter which will serve as a binding audit contract between us. I request you to sign the document and mail a copy back to us on our company address . And this acceptance letter is subject to clause mentioned in our consent letter dated ……..

If you have any queries, please feel free to contact our representatives. We here at XYZ Audit would like to thank you for choosing our firm’s services and look forward to working with you.

Yours Faithfully

For, S.M. Gupta & Co.