Date:

To,

Mr.XYZ

M/S ABCD & Associate

Chatered Accountant

…………………………………

…………………………………

]……………………………….

**Sub: Appointment as Statutory Auditor for the financial year .**

In view of your consent letter dated \_\_\_\_\_\_\_ to act as an auditor of your co.

We are pleased to inform you that your firm has been appointed as Statutory Auditors of our Company for conducting the audit under Section 139 of the Companies Act, 2013, vide the resolution (reproduced below) passed at the th Annual General Meeting of the Shareholders which was held on 30th September, 20XX.

“RESOLVED THAT **M/s ABCD & Associates**Chartered Accountants (Firm Reg.no.\_\_\_\_\_) be and is hereby appointed as the auditors of the company in place of the retiring auditors**M/s PQRST & Associates**Chartered Accountants (Firm Reg.no\_\_\_\_\_\_) to hold the office for 5 continuous financial years from the conclusion of this annual general meeting till the conclusion of the next annual general meeting of the Company subject to ratification of their appointment at every annual general meeting by the shareholders of the Company

RESOLVED FURTHER THAT the board of Directors of the Company be and is hereby authorized to fix the remuneration payable to M/S ………..Chartered Accountant , as the statutory auditor of the Company”

Thanking You,

Yours faithfully,

For Name of co.

Director