**Tax Audit Engagement Letter**

It is a formal letter from the audit company in response to the need of a company looking for tax audits. Write impressive professional tax audit engagement letter on behalf of your company to show your interest in the association. Make sure you mention your terms and policies in brief in the letter along with financial charges thereby writing a welcoming letter to the company.

Use this sample given below to draft an informative and warm reply. Keep it brief but make sure you don’t miss on any important information.

**Format for Tax Audit Engagement Letter**

XYZ,  
KOLKATA-700001  
INDIA

DATE

ABC  
KOLKATA

INDIA

Dear Mr. A

Sub: Tax Audit Engagement Letter

With this letter, we appreciate your decision for selecting our company for tax audits of your firm. Before proceeding further, we would like to make you familiar with our terms, conditions and policies for a smooth and east audit engagement.

The success of the tax audit will depend on the availability of authentic and relevant information and documentation as and when required during the audit process. We will appreciate a fair support from your staff so that we can implement the audit in the best possible manner.

Charges of the tax audit are subjective to the complexity of your company. We hope that you are satisfied with our terms and policies. We expect you to humbly comply with the same.

Thanking You.

Sincerely,

Adam Gibbs