{{today\_long}}

{{primary\_contact\_name}}

[Auditee Contact Position]

{{client\_name}}

{{full\_street\_address}}

Dear {{primary\_contact\_name}}

**Re: Acceptance of Audit Engagement**

You have expressed interest in {{firm\_name}} acting as auditor of {{client\_name}} for the year ended {{audit\_period\_date}}.

Before {{firm\_name}} can accept this engagement, in adhering to the mandatory professional requirements of our Professional Accounting Body, we must first contact your current auditor to determine whether there are any reasons why we should not accept the engagement.

Please sign below giving us permission to contact your incumbent auditor. After contact has been made with the incumbent auditor we will be in a position to inform you of our decision of whether we can accept the audit of {{client\_name}} for the abovementioned period.

Thank you in anticipation of your early reply - your assistance is most appreciated.

Yours faithfully

**{{audit\_partner\_name}}**

**[POSITION]**

**{{firm\_name}}**

I hereby give {{firm\_name}} permission to contact {{client\_name}}’s incumbent auditor [Incumbent Auditor/Firm Name] to ascertain whether there is any reason why {{firm\_name}} should not accept the audit engagement of {{client\_name}}.

**{{primary\_contact\_name}}**

**[POSITION]**

**{{client\_name}}**