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[Your Firm's Name]

[Address Line 1]

[Address Line 2]

[Email Address] | [Phone Number]

[Website URL]

[Date]

[Client's Name / Company Name]

[Client Address Line 1]

[Client Address Line 2]

Audit engagement letter for the year ending [date]

This letter confirms our understanding of the terms under which we will provide audit services to [Client Legal Name] for the financial year ending [Insert Date]. It outlines the scope of our engagement, each party's responsibilities, applicable standards, and the legal terms that govern our work together.

1. Parties to the engagement

This engagement is between **[Your Firm's Name]** ("the Auditor") and **[Client Legal Name]** ("the Client").

2. Objective and scope of the audit

We will audit the Client's financial statements for the year ending [Date]. The objective is to express an independent opinion on whether they are presented fairly, in all material respects, for the specified period.

If, for any reason, we are unable to complete the audit or form an opinion, we may decline to issue a report.

3. Auditor's responsibilities

Our responsibilities include planning and performing the audit with professional competence and independence. We will assess risks, evaluate internal control for planning purposes, and form an opinion on the financial statements. We will communicate audit findings and provide an audit report summarizing our conclusions.

4. Audit limitations and scope exclusions

An audit is not designed to identify every error or instance of fraud. We use professional judgment and testing, so there is always a risk that not all material misstatements will be detected. This engagement does not include reviews of operational performance, tax filings, or compliance audits unless separately agreed.

5. Management's responsibilities

Management is responsible for:

- Preparing accurate and complete financial statements
- Maintaining effective internal controls
- Providing unrestricted access to information and personnel
- Signing written representations at the conclusion of the audit

6. Applicable standards and reporting framework

The audit will be conducted in accordance with [insert applicable auditing standards], and the financial statements will be evaluated under [insert applicable reporting framework, e.g., IFRS, US GAAP].

7. Timeline, deadlines, and deliverables

The audit will begin on [Start Date] and conclude by [End Date]. Key deliverables include:

- Draft audit report: [Date]
- Final audit report: [Date]
- Management letter (if applicable): [Date]

8. Communication protocols

We will maintain open and timely communication throughout the audit. Please assign a primary point of contact on your team to coordinate requests, status updates, and document submissions. On our side, you'll have a dedicated team lead for any audit-related questions or escalations.

Unless otherwise agreed, we will use [client portal / secure email] as the primary communication channel for sharing documents, sending requests, and providing updates. If another method is preferred, please let us know during the engagement setup.

9. Fees, billing, and payment terms

Our professional fees for this audit are estimated at [insert amount or range]. Billing will occur as follows:

- [Insert billing schedule or milestones]

Additional work beyond the agreed scope will be billed at [insert rate] per hour.

10. Confidentiality and data protection

All client information will be treated as confidential. We adhere to applicable data protection regulations and will store, process, and share information securely, using encrypted systems and limited-access protocols.

11. Governing law and dispute resolution

This agreement is governed by the laws of [Jurisdiction]. Disputes will first be addressed through good-faith negotiations. If unresolved, disputes will be submitted to arbitration under the rules of [Arbitration Body] in [Location].

12. Right to terminate or withdraw

Either party may terminate this agreement with [insert notice period, e.g., 30 days] written notice. If terminated, the Client agrees to pay for all work completed up to the termination date, including any reasonable expenses incurred.

13. Acceptance and authorization

Please confirm your acceptance of the terms in this letter by signing below. The individual signing on behalf of the Client must be authorized to commit the organization to the terms of this engagement.

For **[Your Firm's Name]**

Signature: _____

Name: [Auditor Name]

Title: [Auditor Title]

Date: _____

For **[Client's Legal Name]**

Signature: _____

Name: [Client Representative Name]

Title: [Client Title]

Date: _____

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