**COMPANY APPOINTMENT LETTER**

Dear Sir,

We, the Board of Directors of the above Company hereby inform you that your firm has been appointed as the statutory auditor of our company by virtue of the board resolution dated XXth February, 20XX We also hereby inform you that your firm has been appointed as statutory auditor for the period from 01/04/20XX to 31/03/20XX to conduct the audit for the financial year ending 31/03/20XX.

You are requested to please let us know your acceptance at the earliest possible.

Thanking You,

Yours Sincerely,

For Your Company Name Ltd.

Director