

Preparation of Financial Statements – SSARS No. 21

[DATE]

[Board of Directors]/[CLIENT]  
[CLIENT ADDRESS]

Re: Preparation of [YEAR] Financial Statements

Dear [Board Members]/[CLIENT]:

This confirms that you have engaged us to prepare [ANNUAL][INTERIM] balance sheets, statements of income, statements of retained earnings, and statements of cash flows of [CLIENT] for the year ending [FYE DATE].

The fee for our services is [AMOUNT/MONTH]/[HOURLY FEE and FEE SCHEDULE].

This letter and the related policies, procedures and practices, which are incorporated into this letter, are intended to prevent any misunderstandings. Please read it carefully and confirm your understanding by entering your initials where indicated. We require an advance fee deposit of [AMOUNT]. Please enter your payment information to pay the advance fee and check the box to sign this agreement.

Please call or email our office if you would like to discuss this further. It is our pleasure to assist you with your accounting and we look forward to our working together.

Sincerely,

[ACCOUNTANT]  
[ACCOUNTING FIRM]

Executed [DATE] by [DIRECTOR]/[CLIENT]  
(Agreement on file)