

Sample Audit Completion Letter

## **Example of an Audit Completion Letter**

## The Board of Directors ABC Ltd

Dear Sirs.

We are writing to inform the directors of key issues arising from our audit of ABC's financial statements for the year ended [date].

We expect to report on those financial statements in the form set out in Attachment 1 to this letter, subject to the receipt of the following information [outline outstanding issues] <u>OR if unqualified opinion</u>

We expect to issue an unqualified audit opinion on the financial statements subject to the receipt of the following information [outline outstanding issues].

Auditing Standards require us to communicate our audit findings to those charged with governance, including any misstatements identified in the course of the audit which are not adjusted in the financial statements and to discuss our views on qualitative aspects of the company's accounting practice and financial reporting. As agreed, we have discussed such matters with [names] and a schedule of the unadjusted misstatements is set out in Attachment 2. We recommend that the directors review this schedule prior to the approval of the financial statements.

[Observations on issues relating to accounting systems and internal control, which we identified in the course of the audit, are set out in Attachment 3].

## <u>OR</u>

[We shall report to you our more detailed observations on issues relating to accounting systems and internal control on completion of discussions with management]. {This appendix would effectively be the normal management letter sent to clients}.

Should you wish to discuss any of the above mattes please do not hesitate to contact me.....

Yours sincerely,

Certified Public Accountants and Registered Auditors