



Wednesday, January 08, 2020

Mr

Name of the Company

PO Box 12345, Office 123,
Good View Building, Fantastic Street,
Bur Dubai, United Arab Emirates
+971-4-222 4657, Fax +971-4-444 4657

Dear Abcdef,

Sub: Audit – 31 December 2019

The financial period of your company has closed on 31 December 2019 and we would be required to carry out the audit of the financial statements of your organisation. Please let us know the date by which the financial statements, detailed trial balance, relevant schedules, etc. required for the purpose of our audit would be ready so that we can plan our audit accordingly.

We have listed in Annexure 'A' (along with a covering letter) our normal audit requirements which should be kept ready by your accounts department before we could take up the final audit.

Our CA Aman Talwar would be in charge of the audit. In case you require any clarifications, please do not hesitate to contact him.

Please ensure that once the dates to start your audit are agreed, the information required per Annexure 'A' is kept ready by then. If your audit cannot be started at the agreed date then it would be difficult to come back to your work again at short notice as the staff allotted to your audit would take up the work of other clients whose accounts are ready.

Thanking you with best regards.

Yours faithfully,

For Prudential Auditing

Dhawal G Nandedkar
+971-55-222 4657

Enclosed:

- Audit requirements and requirements from authorities
- Stock and cash counting formats and instructions
- Formats for confirmations from banks, customers, suppliers, lawyers, shareholders and staff
- Summary letter of representation