

Confirmation of receipt of audit instructions including terms of reference for project audit

To [Organisation name] and the Tenure Facility

Send signed and scanned confirmation no later than [day month year]

We acknowledge receipt of your terms of reference for project audit dated [day month year] requesting us to perform the work set out therein on the financial information of [Organisation name] and its Sub-grantees as listed in the terms of reference for project audit for the year ended [day month year].

We also confirm that:

- a) We will be able comply with your instructions and adhere to the reporting due dates. The terms of reference are clear, and we understand them. We will cooperate with you and provide you with access to relevant audit documentation, subject to local laws and regulations.
- b) We understand the scope of work and deliverables that should be reported from the audit.
- c) We understand the ethical requirements of the IFAC Code of Ethics, sufficient to fulfill our responsibilities on the project audit and will comply therewith.
- d) We have been certified by a member of IFAC or by a national branch organisation – [please state name of the national branch organisation] - and hereby disclose the authorization certificate.
- e) We will apply International Standards on Auditing (ISA) when performing the audit (if not, then state which auditing standards that will be applied).
- f) We will inform you immediately about any limitations in the scope of work identified prior to or during the project audit.

The engagement team responsible for the audit is as follows:

Name	Role	Telephone	E-mail
	Engagement leader		
	Manager		

We will inform you of any changes in the above representations during the course of the work on the project audit.

Place and date

Audit firm and name of auditor in charge

Signature of auditor in charge