Board of Directors

XYZ LTD Date: 01 March 2014

House-2, Road no-80 Ref: DC/N-03/13-14/675

Gulshan-2, Dhaka-1212

Dhaka

Dear Sir,

**Expression of interest for appointment as auditor of XYZ LTD for the year ending 31 December 2014**

We hereby express our interest for the appointment as auditor of XYZ Ltd. for the year ending 31 December 2014. We propose our fees is Tk. XXXXXXXX exclusive of VAT. However, travelling expenses will be added with this fees which is not expected to be more than Tk. XXXXXX.

Thanking you

Yours Truly,

**[*Name of the firm*]**

**Chartered Accountants**

**Disclaimer: Dummy audit working files have been prepared and published to improve the quality of audit documentation of member firms providing audit services in Bangladesh. Member firms providing audit services should not assume these dummy working files as absolute benchmark for the purpose of preparing and keeping audit documentation. Every audit client has unique characteristics and risks. International Standards on Auditing (ISA) also requires to exercise engagement partner’s judgment on a number of areas in conducting the audit of an entity. Therefore, member firms should use their professional knowledge, skill, experiences along with these dummy working files to keep adequate and appropriate working papers for each audit engagement. The preparers do not assume any liability for drawing an inappropriate audit opinion based on the working papers prepared on the basis of these dummy working files.**