

Sample Request for Proposal (RFP)

Letter for CPA Services - Audit

PURPOSE OF THIS TOOL: This tool contains sample language that may be used by an organization requesting a proposal letter from qualified CPA firms when seeking a new service provider or auditing service

(DATE)

(COMPANY) invites you to submit a proposal for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the (YEAR) fiscal year ending (MO/DAY). The audit of (COMPANY)s financial statements must be performed in accordance with generally accepted auditing standards.

(COMPANY) is a (TYPE) organization. The mission of (COMPANY) is _____. Programs include:

- LIST

(MORE ABOUT COMPANY)

(COMPANY) requires the following services: [EXAMPLES]

1. Annual financial statement audit
2. Federal single audit
3. Preparation of IRS form 990
4. Management letter

All of the above must be completed within (TIME). (ADD ANY OTHER DETAILS)

All proposals must include:

- a) (LIST)

Your proposal must be received by (TIME) on (DATE). Send your proposal to (ADDRESS). We will review all proposals by (DATE).

If you have any questions or would like further clarification of any aspect of this request for bid, please contact us at (PHONE). (COMPANY)'s audit report and Form 990 for the last fiscal year is available upon request.

Please direct requests to (CONTACT) at (EMAIL)or(PHONE). I look forward to receiving your proposal.

Sincerely,
(NAME)