

LETTERHEAD

(Date)

(Audit Firm)

To Whom It May Concern:

I am requesting a bid for **NAME OF CAC** audit and tax return for year ending \_\_\_\_\_, 201\_\_\_. Attached are copies of our most recent financials, a copy of our last audit (if you've ever had one), and the last tax return for your review.

Please provide a five-year audit and tax return proposal starting with the \_\_\_\_\_, 201\_\_ audit. Please include information about your firm, a copy of your latest peer review, and nonprofit references.

The deadline for this proposal is \_\_\_\_\_. They will be reviewed at the finance committee (or board meeting) in \_\_\_\_\_ and a selection made. We would like fieldwork to be completed by \_\_\_\_\_ and the audit presented at the \_\_\_\_\_ board meeting.

Please contact me at \_\_\_\_\_ should you have any questions. You can email your proposals directly to me at \_\_\_\_\_ or mail a proposal to the address on this letter.

Sincerely,