

2024 Engagement Closure Letter

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[Date]

[Client Officer or Authorized Client Representative Name and Title]

[Client Name]

[Client Address]

Re: [Name of Engagement]

Dear [Client Representative],

[CPA Firm Name] ("we," "us," or "our") appreciates the opportunity to have rendered [describe scope of service] to [Client Name] ("you" or "your"). As of [Closure Letter Date], we have completed the services described in our engagement agreement dated [Engagement Agreement Date], and we consider this engagement closed.

Enclosed is our final invoice for the services rendered. This amount reflects the application of any remaining unapplied retainer (if applicable). In accordance with the engagement agreement, payment is due [insert payment terms].

We have issued and provided the following deliverables:

- [Deliverable #1]
- [Deliverable #2]
- [Deliverable #3]

These were prepared based on information provided by you on or before [Date of Deliverable]. We are under no obligation to update these deliverables or revise them in response to any regulatory, legislative, administrative, or judicial developments occurring after that date.

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Any advice, recommendations, or information included in the deliverables were developed solely for your benefit and based on the specific facts and circumstances at the time of service. These are intended to support the objectives set forth in our engagement agreement dated [Engagement Agreement Date].

The deliverables are for your sole use [and Specified Parties, if applicable] and must not be shared with or relied upon by third parties-either in whole or in part-without our prior written consent, unless otherwise permitted under the engagement agreement. You agree to indemnify and hold us harmless for any claims arising from third-party use.

As previously discussed, you are responsible for the following actions:

- [Client Action #1, if applicable]
- [Client Action #2, if applicable]
- [Client Action #3, if applicable]

Please contact [Accountant Name] at [Phone Number] if you have any questions or would like to explore additional services.

We appreciate the opportunity to serve you and look forward to working together again in the future.

Very truly yours,

[CPA Firm Name]

By: _____

[Name], [Title]

[Phone] | [Email]