**Input Fields:**

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| --- | --- |
| **#** | **Particular to be inserted** |
| 1 | Date of Letter |
| 2 | Name of the Auditor Firm  |
| 3 | Address of the Auditor Firm |
| 4 | Date of AGM |
| 5 | Auditors Appointment (years)  |
| 6 | Name of the Company |
| 7 | Signing Peron Name |
| 8 | Designation of Signing Person |

Date: ..........1..............

To,

M/s………………2……………….

………………3………………….

**Sub:- Appointment of Statutory Auditors**

Dear Sir,

We are glad to inform that you have been appointed as the Statutory Auditors of our company, in the Annual General Meeting (AGM) of the members of the Company held on .........4.................... to hold office from the conclusion of this AGM till the conclusion of the …..5..… consecutive AGM at a remuneration that may be decided by the Board of Directors in consultation with you.

A Certified copy of the Resolution is attached for your records.

Thanks & Regards

For: **..................6.........................**

…………7……..

(………8……..)