



LETTER HEAD OF COMPANY

To,

\_\_\_\_\_  
Mr. \_\_\_\_\_  
M/s \_\_\_\_\_.  
Chartered Accountants  
Add: \_\_\_\_\_

Sub: Intimation of the Appointment/Re-Appointment as Statutory Auditors of the Company.

Dear Sir,

We are pleased to inform you that your firm i.e. M/s \_\_\_\_\_ (Firm Registration No- \_\_\_\_\_), Chartered Accountants is appointed/re-appointed as Statutory Auditors of the Company in General meeting of the Company, held on (DAY), (DATE) for the Financial Year \_\_\_\_\_ to \_\_\_\_\_ subject to approval of shareholder in subsequent General Meeting, on such terms and conditions and at remuneration as mutually agreed.

Thanking you

Yours faithfully

**For and on Behalf of**

\_\_\_\_\_

\_\_\_\_\_  
**(Name Of Director)**

Director

DIN: \_\_\_\_\_

Add: \_\_\_\_\_