

FRAUD EXAMINATION PROPOSAL

[Date]

[], Esq.
[Legal Department]
[Company Name]
[Address]
[City, State, Zip Code]

RE: [Fraud Examination]

Dear Mr./Ms. []:

Pursuant to our discussion, XYZ & Associates (XYZ) presents this proposal to the ABC Company (the Company) to perform a fraud examination as a result of certain allegations that have come to the attention of the Company.

Our examination will be conducted in accordance with lawful fraud examination techniques, which include, but are not limited to, examination of books and records, voluntary interviews of appropriate personnel, and other such evidence-gathering procedures as necessary under the circumstances. We cannot provide assurances that fraud, if it exists, will be uncovered as a result of our examination.

The fee for this examination will be \$ _____ per hour plus expenses, which include, but are not limited to, travel, telephone, photocopying, and facsimile charges. A retainer of \$ _____ is due upon signing this letter. All expenses will be billed at the conclusion of each month and are due upon receipt. Any invoice remaining outstanding for more than 30 days will be subject to a rebilling charge. The hourly rate will be applied against the retainer. Once the retainer reaches a fully applied status, an additional retainer of \$ _____ will be required. We estimate the entire engagement will not be more than \$ _____, excluding any testimonial requirements. Any depositions or court appearances will be billed at the rate of \$ _____ per hour. All outstanding invoices must be paid before any testimonial appearances.

Please review this proposal. If it meets with your approval, please sign and return one copy along with your check for \$ _____ in the enclosed envelope. If you have any questions, please do not hesitate to call. Thank you.

Sincerely yours,