

## FRAUD POLICY REVIEW PROPOSAL

[Date]

Mr./Ms. [                    ]

[Department]

[Company Name]

[Address]

[City, State, Zip Code]

RE: [Fraud Detection and Deterrence Review]

Dear Mr./Ms. [                    ]:

Pursuant to our discussion, XYZ & Associates (XYZ) is pleased to present this proposal to the ABC Company (the Company) to perform a review of the Company's policies and procedures to detect and deter fraud.

This review is designed to assist in determining the Company's procedures concerning adequate fraud detection and deterrence methods. This review cannot be relied upon to provide assurances that fraud does not or will not exist within the company. Rather, it is designed to highlight weaknesses, if any, in the existing system. A potential review by XYZ would also provide management with recommendations for a proactive fraud deterrence program.

The fee for these services will be \$\_\_\_\_\_ plus expenses, which include, but are not limited to, travel, telephone, photocopying, and facsimile charges. One half of the fee is due upon signing this letter and the other half upon delivery of the report. 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.

Please review this proposal. If *this proposal* 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,