

Ethical letter for accepting appointment

[Date]

*[Insert name]
[Address line 1]
[Address line 2]*

Dear *[insert name]*,

Re: **Ethical letter for accepting appointment for new client** *[insert name]*,

We wish to advise that we have been approached by the above named to act as their accountants.

Kindly advise us if there is any ethical reason why we should not accept the appointment for this client.

Could you please advise when a suitable time can be arranged to collect the client's files.

Thank you in anticipation of your early reply.

Yours faithfully,

Note: *It is highly recommended before accepting a new client engagement that, where possible, a discussion occurs with the previous adviser to take note of any cautions or warnings that you may not be aware of before accepting the brief.*