

**LETTER TO CHARTERED ACCOUNTANT APPOINTED TO CONDUCT  
AUDIT IN CASE OF DELAY IN CONDUCT OF AUDIT UNDER SECTION  
142(2A)**

From,

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Dated .....

To,

The CA .....

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Dear Sir/Madam,

**Subject :** letter to conduct audit in case of delay in conduct of audit under section 142(2a)

PAN No .....

Please refer to the direction of audit u/s 142(2A) of the books of account of our firm and your appointment for the same.

Mr. ...., your partner visited our office on..... in connection with audit of our accounts u/s 142(2A). As required by him, complete information was furnished by us about the nature of business carried on, places at.....which it is carried on, records maintained, details of bank accounts, exports, etc. Copies of the balance sheet and schedules thereto as also profit and loss account and other relevant statements for the previous year ended..... for which the audit is to be conducted and the earlier previous year ended..... were also furnished to him.

Mr..... had a cursory look at the cash book, bank book and ledger for the year ended..... He assured that he will commence the audit on.....

Since then, neither he nor anyone else from your office has come for audit. We shall be grateful if you would please make arrangements to finalise the audit quickly so that the audit report may be furnished to the Assessing Officer on or before the due date fixed by him for the purpose.

Thanking you

Yours faithfully

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