

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Contact Person]:

This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services [Accounting Firm Name] will provide.

Scope of Services

We will perform a compilation of the financial statements of [Company Name], which comprise the balance sheet as of [Year End Date], and the related statements of income, retained earnings, and cash flows for the year then ended. We will not audit or review these financial statements. Our objective is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Our Responsibilities

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) issued by the AICPA. We will issue a written report upon completion of the compilation that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion or provide any assurance on them.

Management Responsibilities

The engagement is to be conducted on the basis that management acknowledges and understands its responsibility for:

- The preparation and fair presentation of the financial statements in accordance with [Accounting Framework, e.g., GAAP].
- The design, implementation, and maintenance of internal controls relevant to the preparation of financial statements.
- The accuracy and completeness of the records, documents, explanations, and other information provided to us for the compilation.

Fees

Our fees for these services will be [Amount or Hourly Rate description]. This fee is based upon the complexity of the work and the time required. Invoices are payable upon presentation.

Signatures

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our compilation of your financial statements.

Sincerely,

[Accounting Firm Representative Name]
[Accounting Firm Name]

Acknowledged and Agreed:

[Client Representative Signature]

Date: _____