

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Inquiry Regarding Related Party Transactions - [Fiscal Period/Year]

Dear [Recipient Name],

In connection with our review of the financial statements for [Company Name] for the period ending [Date], we are writing to request detailed information regarding transactions between the Company and any related parties.

Please provide a comprehensive list of all transactions conducted with related parties during the specified period, including but not limited to:

- Subsidiaries, affiliates, or parent companies.
- Key management personnel and their close family members.
- Entities significantly influenced or controlled by the aforementioned parties.

For each identified transaction, please include the following details:

- Name of the related party and the nature of the relationship.
- Description and date of the transaction.
- The monetary value and currency of the transaction.
- Outstanding balances, including terms, conditions, and guarantees.
- Pricing policy and whether the transaction was conducted on an arm's length basis.

Please submit this information and any supporting documentation by [Due Date]. If no such transactions occurred during this period, please provide a written statement confirming this fact.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department/Organization]