[Date]

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

Dear [Name of Client Representative],

You have requested that we prepare the comparative financial statements of [Company Name], which comprise the balance sheets as of [Current Year End Date] and [Prior Year End Date], and the related statements of income, retained earnings, and cash flows for the years then ended. We are pleased to confirm our acceptance and our understanding of this compilation engagement by means of this letter.

Our Responsibilities

The objective of our engagement is to prepare financial statements in accordance with [Accounting Framework, e.g., GAAP] based on information in the form of data provided by you and to assist you in submitting such financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA. We will not audit or review the financial statements. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on them.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is the preparation of the financial statements and that management has responsibility:

- For the preparation and fair presentation of the comparative financial statements in accordance with [Accounting Framework].
- For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
- For preventing and detecting fraud.
- For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities.
- For the accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.

Reporting

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. If, for any reason, we are unable to complete the compilation, we will not issue a report on such statements as a result of this engagement.

Fees

Our fees for these services will be [Fee Arrangement/Amount]. Bills for services are due and payable upon presentation.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement to prepare the comparative financial statements described above and our respective responsibilities.

Sincerely,

[Firm Name]
[Partner Signature]

Acknowledged and agreed on behalf of [Company Name] by:

____
[Name and Title]
[Date]