

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Dear [Client Name],

This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

1. Scope of Services

We will perform a compilation of the financial statements for [Company Name], which comprise the balance sheet as of [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.

2. Our Responsibilities

The objective of our engagement 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.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) issued by the AICPA.

3. Management's Responsibilities

The engagement is conducted on the basis that management acknowledges and understands that they have 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 prevention and detection of fraud.
- Providing us with access to all information, documentation, and personnel necessary to complete the compilation.

4. Reporting

As part of our engagement, we will issue a compilation report. If, for any reason, we are unable to complete the compilation, we will not issue a report.

5. Fees

Our fees for these services will be [Amount/Hourly Rate], plus out-of-pocket expenses. Invoices are payable upon receipt.

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,

[Firm Name]

[Accountant Signature]

Acknowledgment:

Accepted by:

Name: _____

Title: _____

Date: _____