

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Contact Name],

You have requested that we prepare the interim financial statements of [Company Name], which comprise the balance sheet as of [Date/Period End] and the related statements of income, retained earnings, and cash flows for the period 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 provided by you. We will then perform a compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) issued by the AICPA. We will not audit or review the financial statements and will not express an opinion or any form of assurance on them.

Management's Responsibilities

This engagement is based on the understanding that management acknowledges and understands its responsibility for:

- The preparation and fair presentation of the financial statements.
- The design, implementation, and maintenance of internal controls relevant to the financial statements.
- The accuracy and completeness of the records, documents, and explanations provided to us.
- Preventing and detecting fraud.
- Ensuring the entity complies with laws and regulations.

Our Report

As part of our engagement, we will issue a report that states 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.

Fees

Our fees for these services will be [Description of Fee Structure]. Any additional services requested will be billed separately.

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 interim financial statements.

Sincerely,

[Firm Name]

[Authorized Signature]

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

[Name and Title]

[Date]