

[Date]

[Client Name]

[Client 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.

Scope of Services

We will perform a compilation of your personal financial statement, which comprises the Statement of Financial Condition of [Client Name] as of [Date]. We will not audit or review the financial statement nor will we be required to perform any procedures to verify the accuracy or completeness of the information you provide to us.

Our Responsibilities

Our objective is to assist you in presenting financial information in the form of a personal financial statement without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statement.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is the preparation and compilation of the financial statement in accordance with the accounting principles generally accepted in the United States of America. You are responsible for:

- The preparation and fair presentation of the personal financial statement.
- The design, implementation, and maintenance of internal controls relevant to the preparation of the statement.
- The accuracy and completeness of the records, documents, explanations, and other information you provide to us.

Reporting

As part of our engagement, we will issue a formal report that will state that we did not audit or review the financial statement and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it.

Fees

Our fees for these services will be [Amount/Hourly Rate]. This fee is based on the time required by the individuals assigned to the engagement. All invoices 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 compilation of your personal financial statement.

Sincerely,

[Your Name/Firm Name]

Acknowledged and Agreed:

[Client Signature]

[Date]