

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Contact Name],

This letter confirms our understanding of the terms and objectives of our engagement to provide compilation services for [Company Name].

Scope of Services

We will perform a compilation of the quarterly balance sheets, related statements of income, and retained earnings for the fiscal year ending [Year Date]. We will not perform an audit or review of these financial statements. Our report will state that we have not audited or reviewed the financial statements and that we do not express an opinion or any form of assurance on them.

Our Responsibilities

The objective of our compilation 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.

Management's Responsibilities

The engagement is conducted on the basis that management acknowledges and understands its 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.

Fees

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

Reporting

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

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,

[Your Name/Firm Name]

[Your Title]

Acknowledged and Agreed:

[Client Representative Name]

[Date]