

[Date]

[Client Name]

[Client Business 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 [Accounting Firm Name] will provide to [Client Business Name].

Scope of Services

We will perform a compilation of the financial statements of [Client Business Name], which comprise the balance sheet as of [Year End Date], and the related statements of income, retained earnings, and cash flows for the year then ended.

Objective of a Compilation

The objective of a 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.

Our Responsibilities

We will conduct our 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. Accordingly, we will not express an opinion or provide any assurance regarding the financial statements.

Management's Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to assist you in the preparation and presentation of the financial statements. Management has the following overall responsibilities:

- The selection of the financial reporting framework.
- The preparation and fair presentation of financial statements.
- The design, implementation, and maintenance of internal controls.
- Preventing and detecting fraud.
- Ensuring compliance with laws and regulations.
- The accuracy and completeness of the records and representations provided to us.

Reporting

As part of our engagement, we will issue a standard compilation report. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

Fees

Our fees for these services will be [Amount/Hourly Rate]. 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 financial statements.

Sincerely,

[Partner Name]

[Accounting Firm Name]

Acknowledged and agreed on behalf of [Client Business Name] by:

Signature: _____

Title: _____

Date: _____