[Company Letterhead]

[Date]

[Name of Outsourced CFO / Firm]
[Address]
[City, State, Zip]

Subject: Management Representation Letter for Outsourced CFO Services

Dear [Name of Contact],

This representation letter is provided in connection with your engagement to provide outsourced Chief Financial Officer (CFO) services to [Company Name] for the period ending [Date].

We confirm, to the best of our knowledge and belief, the following representations made to you during your engagement:

1. We acknowledge our responsibility for the fair presentation of the financial statements in accordance with [Accounting Framework, e.g., GAAP].

2. We have made available to you all financial records, related data, and minutes of meetings of stockholders and directors.

3. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.

4. We acknowledge our responsibility for the design, implementation, and maintenance of internal controls relevant to the preparation of financial reports.

5. We have disclosed to you all information regarding fraud or suspected fraud involving management or employees who have significant roles in internal control.

6. The company has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets except as disclosed.

7. We have complied with all aspects of contractual agreements and regulatory requirements that would have a material effect on the financial statements in the event of non-compliance.

8. We confirm that the company is a going concern and there are no events or conditions that cast significant doubt upon the company's ability to continue as such.

9. We have disclosed to you all known actual or possible litigation, claims, and assessments.

10. We understand that while you are performing CFO services, the ultimate responsibility for business decisions and the management of the company remains with us.

Sincerely,

[Signature]
[Name of Authorized Officer]
[Title/CEO]