

[Company Letterhead]

[Date]

[Audit Firm Name]

[Audit Firm Address]

[City, State, Zip Code]

This representation letter is provided in connection with your audit of the financial statements of [Company Name] for the year ended [Fiscal Year End Date].

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

### **1. Financial Statements**

We have fulfilled our responsibilities for the preparation and fair presentation of the financial statements in accordance with [Accounting Framework, e.g., GAAP/IFRS]. All transactions have been recorded and are reflected in the financial statements.

### **2. Information Provided**

We have provided you with access to all financial records, documentation, and relevant data. We have disclosed all minutes of meetings of stockholders and directors.

### **3. Fraud and Internal Control**

We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud. We have disclosed to you our knowledge of any fraud or suspected fraud affecting the entity.

### **4. Laws and Regulations**

We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

### **5. Related Parties**

We have disclosed the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

### **6. Subsequent Events**

All events subsequent to the date of the financial statements and for which [Accounting Framework] requires adjustment or disclosure have been adjusted or disclosed.

### **7. Litigation and Claims**

We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered in the financial statements.

Very truly yours,

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[Name of Chief Executive Officer]  
Chief Executive Officer

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[Name of Chief Financial Officer]  
Chief Financial Officer