

[Company Letterhead]

[Date]

[Audit Firm Name]

[Address]

[City, State, Zip Code]

Subject: Representation Letter Regarding Related Party Transactions

Dear [Name of Engagement Partner],

This representation letter is provided in connection with your review of the financial statements of [Company Name] for the period ended [Date]. We acknowledge our responsibility for the fair presentation of the financial statements in accordance with [Accounting Framework, e.g., GAAP/IFRS].

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

1. We have provided you with a complete list of all related parties as defined by [Accounting Standard].
2. We have disclosed all relationships and transactions with related parties of which we are aware.
3. All related party transactions have been appropriately recorded and disclosed in the financial statements, including the nature of the relationship, the types of transactions, and the amounts due to or from related parties.
4. We confirm that there are no side agreements, oral or written, involving related parties that have not been disclosed to you.
5. The measurement of related party transactions has been conducted according to company policy and disclosed consistently with the underlying documentation.
6. Management has reviewed all significant transactions to determine if any parties involved possess the ability to control or significantly influence the company.

Very truly yours,

[Signature]

[Name of Chief Executive Officer]

[Title]

[Signature]

[Name of Chief Financial Officer]

[Title]