

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]

**Subject: Statement of Completeness of Financial Records and Information**

Dear [Recipient Name],

In connection with the [audit/review/compilation] of the financial statements for [Company Name] for the period ending [Date], I hereby confirm that to the best of my knowledge and belief, the following information is true and complete:

- All financial records and related data have been made available to you for inspection.
- All material transactions have been properly recorded in the accounting records and are reflected in the financial statements.
- There are no unrecorded assets or liabilities that have not been disclosed.
- All minutes of meetings of shareholders, directors, and committees have been provided.
- There has been no fraud or suspected fraud involving management or employees who have significant roles in internal control.
- All related party transactions and amounts receivable or payable have been properly disclosed.
- There are no instances of non-compliance with laws or regulations that would have a material effect on the financial statements.

We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud and error.

Sincerely,

[Signature]

[Printed Name]  
[Title/Position]