

**Date:** [Insert Date]

**To:** [Insert Contact Name/Legal Counsel]

**Company:** [Insert Company Name]

**Address:** [Insert Address]

**Subject: Identification of Commitments and Contingencies**

Dear [Name],

In connection with our [audit/internal review] for the period ending [Insert Date], please provide a detailed schedule of all commitments and contingencies as of that date. This information is required to ensure accurate financial reporting and disclosure.

Please include information regarding the following:

- **Pending or Threatened Litigation:** Details of any legal actions, claims, or assessments, including the nature of the matter and an estimate of potential loss.
- **Contractual Commitments:** Significant obligations under long-term contracts, purchase agreements, or capital expenditure projects.
- **Guarantees:** Any guarantees provided for the indebtedness of third parties or subsidiaries.
- **Environmental Matters:** Potential liabilities related to environmental remediation or compliance issues.
- **Tax Assessments:** Any pending disputes or assessments from tax authorities.
- **Unasserted Claims:** Matters where it is probable that a claim will be asserted and there is a reasonable possibility of an unfavorable outcome.

For each item identified, please provide a brief description, the current status, and an estimate of the financial impact or range of loss where possible.

Please return this information by [Insert Deadline Date]. If you have any questions, please contact [Insert Contact Person].

Sincerely,

[Your Name]

[Your Title]

[Your Department/Firm]