

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Contact Name],

This letter confirms the terms and objectives of our engagement to prepare the financial statements of [Company Name] for the period ended [Date].

Our Responsibilities

The objective of our engagement is to prepare financial statements in accordance with [Accounting Framework, e.g., GAAP]. We will not audit or review the financial statements, nor will we provide any assurance regarding them. We will not verify the accuracy or completeness of the information you provide.

Your Responsibilities

The engagement is conducted on the basis that management acknowledges and understands their responsibility for:

- The preparation and fair presentation of the financial statements.
- The design, implementation, and maintenance of internal controls relevant to the financial statements.
- The accuracy and completeness of the records, documents, and explanations provided to us.
- Preventing and detecting fraud.

Reporting

Each page of the financial statements will include a statement clearly indicating that "no assurance is provided" on them.

Fees

Our fees for these services will be [Fee Amount/Hourly Rate]. This fee is based on the assumption that the records provided are in good order.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement.

Sincerely,

[Your Firm Name]
[Your Name/Title]

Acknowledged and Agreed:

For [Company Name]:

Signature: _____

Name: [Client Representative Name]

Date: [Date]