

[Company Letterhead]

[Date]

[Accounting Firm Name]

[Address]

[City, State, Zip]

Dear [Partner Name],

This representation letter is provided in connection with your engagement to prepare the financial statements of [Company Name], which comprise the balance sheet as of [Date], and the related statements of income, retained earnings, and cash flows for the year then ended. We confirm that we are responsible for the following:

### **1. Financial Statements**

We acknowledge our responsibility for the preparation and fair presentation of the financial statements in accordance with [Accounting Framework, e.g., GAAP]. We have fulfilled our responsibilities as set out in the terms of the engagement letter dated [Date].

### **2. Internal Controls**

We acknowledge our responsibility for the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **3. Completeness of Information**

We have provided you with access to all financial records and related data, including minutes of meetings of stockholders and directors. All transactions have been recorded in the accounting records and are reflected in the financial statements.

### **4. Fraud and Compliance**

We have no knowledge of any fraud or suspected fraud affecting the company involving management, employees who have significant roles in internal control, or others where the fraud could have a material effect on the financial statements. We have complied with all aspects of contractual agreements and laws that would have a material effect on the financial statements in the event of noncompliance.

### **5. Recognition, Measurement, and Disclosure**

We confirm that there are no unrecorded liabilities, contingent or otherwise, that are required to be accrued or disclosed. There have been no events subsequent to the balance sheet date that require adjustment to or disclosure in the financial statements.

### **6. Ownership of Assets**

The company has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except as disclosed in the financial statements.

Sincerely,

[Signature of Owner/Manager]

[Name of Owner/Manager]

[Title]

[Signature of Chief Financial Officer]

[Name of Chief Financial Officer]

[Title]