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[Company Letterhead]

[Date]

[Name of Audit/Accounting Firm]

[Address]

[City, State, Zip Code]

Re: Representation Letter for Agreed-Upon Procedures Engagement - [Grant Name/Reference Number]

Dear [Name of Engagement Partner],

This representation letter is provided in connection with your engagement to perform agreed-upon procedures regarding the grant expenditures incurred by [Organization Name] under the [Grant Name] agreement for the period [Start Date] to [End Date].

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

- We acknowledge our responsibility for the subject matter and the sufficiency of the procedures agreed upon.
- The schedule of grant expenditures provided to you is complete and accurately reflects the costs incurred for the project in accordance with the grant agreement.
- All expenditures submitted for reimbursement were incurred for the purposes specified in the grant agreement and comply with the eligibility requirements.
- All supporting documentation, including invoices, receipts, payroll records, and proof of payment, has been made available to you.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with the grant terms and conditions.
- There have been no events subsequent to the period under review that would require adjustment to or disclosure in the schedule of expenditures.
- We have responded fully to all inquiries made to us by you during the engagement.

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Organization Name]

[Signature]

[Name of Financial Officer/Controller]

[Title]