

[Organization Letterhead]

[Date]

[Accounting Firm Name]

[Address]

[City, State, Zip]

Dear [Name of Accountant],

This representation letter is provided in connection with your compilation of the financial statements of [Organization Name], which comprise the statement of financial position as of [Fiscal Year End Date], and the related statements of activities, functional expenses, and cash flows for the year then ended.

We confirm that we are responsible for the following:

- The preparation and fair presentation of the financial statements in accordance with [Accounting Framework, e.g., U.S. GAAP].
- The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
- The accuracy and completeness of the records, documents, explanations, and other information provided to you for the compilation.
- Preventing and detecting fraud.
- Ensuring that the Organization complies with the laws and regulations applicable to its activities.

We further confirm to the best of our knowledge and belief:

- We have made available to you all financial records and related data.
- The financial statements are free of material misstatements, including omissions.
- We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations.
- We have disclosed to you all significant estimates and material concentrations relevant to the Organization.
- We have disclosed to you all known or suspected fraud affecting the Organization.
- The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets except as disclosed.
- All grants, contributions, and donor-restricted funds have been properly accounted for and classified in the financial statements.

We have responded fully to all inquiries made to us by you during your engagement.

Sincerely,

[Signature]

[Name of Executive Director/CEO]

[Title]

[Signature]

[Name of Treasurer/CFO]

[Title]