

[Organization Letterhead]

[Date]

[Auditor Name]

[Audit Firm Name]

[Address]

[City, State, Zip]

Dear [Auditor Name],

This representation letter is provided in connection with your audit of [Organization Name]'s compliance with federal and state grant requirements for the fiscal year ended [Date].

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

- We are responsible for the organization's compliance with laws, regulations, and the provisions of contracts and grant agreements.
- We have established and maintained effective internal control over compliance that provides reasonable assurance that we are managing awards in compliance with laws and regulations.
- We have identified and disclosed to you all of our government programs and related activities subject to the compliance audit.
- We have made available to you all financial records and related data, including all relevant grant agreements and amendments.
- We have complied with the direct and material compliance requirements for each of our major programs.
- We have disclosed to you any findings received from grantor agencies or other monitoring entities.
- We have disclosed to you all known instances of noncompliance or suspected fraud affecting the grant programs.
- There have been no events subsequent to the period under audit that would require adjustment to or disclosure in the schedule of expenditures of federal awards.

Sincerely,

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[Executive Director Name]

Executive Director

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[Chief Financial Officer Name]

Chief Financial Officer