

[Date]

[Accounting Firm Name]

[Address]

[City, State, Zip Code]

Re: Representation Letter for [Organization Name] Tax Year Ended [Date]

Dear [Accountant Name],

This representation letter is provided in connection with your preparation of the federal and state information returns for [Organization Name] for the year ended [Date]. We confirm that we are responsible for the fair presentation of the financial statements and the tax returns in accordance with applicable laws.

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

- We have provided you with all relevant financial records and related data.
- The organization has maintained its tax-exempt status under Section [e.g., 501(c)(3)] of the Internal Revenue Code.
- All activities performed by the organization during the year were consistent with its exempt purpose.
- There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- We have disclosed all "excess benefit transactions" and "related party transactions" to you.
- The organization has not engaged in any prohibited political campaign activities or excessive lobbying.
- All income, including Unrelated Business Taxable Income (UBTI), has been fully disclosed.
- We have complied with all donor-imposed restrictions regarding contributions received.

We have reviewed the completed information returns, including all schedules and attachments, and believe they are true, correct, and complete.

Sincerely,

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[Name of Officer]

[Title]

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[Name of Financial Officer]

[Title]