

[Company Letterhead]

[Date]

[Audit Firm Name]

[Audit Firm Address]

Re: Representation Letter Regarding Related Party Transactions

Dear [Name of Engagement Partner],

This representation letter is provided in connection with your audit of the financial statements of [Company Name] for the period ended [Date]. We confirm, to the best of our knowledge and belief, the following representations made to you during your audit:

1. We have disclosed to you the identity of all the entity's related parties and all the related party relationships and transactions of which we are aware.
2. We have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of [Applicable Financial Reporting Framework, e.g., GAAP or IFRS].
3. Specifically, we confirm that:
 - There are no undisclosed side agreements or informal arrangements with related parties.
 - All transactions with related parties have been conducted at [arm's length / specified terms], and supporting documentation has been provided.
 - The list of related parties provided to you includes all subsidiaries, affiliates, principal owners, management, and their immediate family members.
4. We have provided you with access to all relevant information, such as minutes of meetings of shareholders and the board of directors, and other relevant records regarding related party transactions.
5. There have been no instances of non-compliance with laws or regulations regarding related party transactions.

Very truly yours,

[Name of Chief Executive Officer]
Chief Executive Officer

[Name of Chief Financial Officer]
Chief Financial Officer