

[Company Letterhead]

[Date]

[Service Auditor Name]

[Audit Firm Name]

[Address]

[City, State, Zip]

Dear [Auditor Name],

This representation letter is provided in connection with your examination of the description of [Service Organization Name]'s [Type of System, e.g., SaaS Platform] system throughout 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 examination:

- We acknowledge our responsibility for the design, implementation, and operating effectiveness of the controls.
- The description of the system fairly presents the system that was designed and implemented throughout the specified period.
- The criteria used in the description are appropriate and the controls related to the control objectives were suitably designed.
- The controls specified in the description were operating effectively throughout the specified period.
- We have disclosed to you all deficiencies in the design and operating effectiveness of controls of which we are aware.
- We have provided you with all relevant information and access to all records and personnel requested.
- There have been no significant changes in the system or controls subsequent to the period covered by your report.
- We have disclosed to you any knowledge of fraud or suspected fraud affecting the system.
- We have disclosed to you any instances of non-compliance with laws or regulations.

Very truly yours,

[Signature]

[Name of Chief Executive Officer]

[Title]

[Signature]

[Name of Chief Information Officer/Compliance Officer]

[Title]