

[Date]

[Recipient Name]

[Title]

[Organization Name]

[Address]

Subject: Verification of Related Party Transactions for [Affiliated Entity Name]

Dear [Recipient Name],

This letter serves to formally verify and disclose the related party transactions between [Primary Entity Name] and its affiliated entity, [Affiliated Entity Name], for the fiscal period ending [Date].

We confirm that all transactions conducted between these entities have been identified, recorded, and evaluated. The following summary outlines the nature and volume of these transactions:

- **Nature of Relationship:** [e.g., Parent Company, Subsidiary, Common Control]
- **Description of Transactions:** [e.g., Sale of goods, Management fees, Loan agreements]
- **Total Monetary Value:** [Amount and Currency]
- **Outstanding Balances:** [Amount as of specific date]

We further certify that:

1. All transactions were conducted on an arm's length basis, consistent with terms available to unrelated third parties.
2. The transactions have been approved by the Board of Directors or the authorized governing body in accordance with our internal conflict of interest policies.
3. All necessary supporting documentation, including contracts and invoices, is maintained and available for audit purposes.

Should you require further information or additional documentation regarding these transactions, please do not hesitate to contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]