

[Company Letterhead]

[Date]

[To: Auditor Name/Audit Firm Name]

[Address]

Subject: Representation Letter - Intercompany Balances and Related Party Transactions

Dear [Auditor Name],

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 regarding intercompany balances and related party transactions:

1. Completeness of Information

We have provided you with a complete list of all related parties, including subsidiaries, affiliates, directors, key management personnel, and entities under common control. We have disclosed all transactions entered into with these parties during the period.

2. Identification and Classification

All intercompany accounts, balances, and transactions have been properly identified and recorded in the accounting records. There are no side agreements or undisclosed verbal arrangements affecting these balances.

3. Valuation and Reconciliation

Intercompany balances have been reconciled with the respective counterparty records. Any discrepancies have been investigated and adjusted. We believe the carrying amounts of intercompany receivables are fully recoverable.

4. Terms and Conditions

We have disclosed the nature and terms of all related party transactions, including whether they were conducted on terms equivalent to those prevailing in an arm's length transaction. All interest, management fees, or shared cost allocations have been calculated in accordance with existing agreements.

5. Guarantees and Contingencies

We have disclosed all guarantees, whether written or oral, under which the company is contingently liable for the obligations of any related party or affiliate.

6. Disclosures

All related party relationships and transactions have been appropriately disclosed in the notes to the financial statements in accordance with the applicable financial reporting framework.

Yours faithfully,

[Name of Chief Executive Officer]
[Title]

[Name of Chief Financial Officer]
[Title]