

[Date]

To: [Name of Audit Firm/Entity]

[Address of Audit Firm]

[City, State, Zip Code]

Subject: Assurance Letter Regarding Related Party Transactions

Dear [Name of Auditor/Contact Person],

In connection with the audit of the financial statements of [Subsidiary Name] for the period ending [Date], we, [Parent Company Name], in our capacity as the Parent Company, provide the following assurances regarding Related Party Transactions (RPTs):

1. **Identification:** We confirm that all entities and individuals qualifying as related parties, as defined by [Applicable Accounting Standards, e.g., IFRS/GAAP], have been fully disclosed to the subsidiary and its auditors.
2. **Completeness:** We certify that all transactions conducted between [Parent Company Name] and [Subsidiary Name], including but not limited to loans, transfers, service agreements, and asset sales, have been recorded accurately and reported for the specified period.
3. **Terms of Transactions:** We affirm that all transactions were conducted on an arm's length basis, or where they were not, the nature and extent of the terms have been explicitly disclosed in the financial statements.
4. **Balances:** We confirm that the outstanding balances, guarantees, and commitments between the Parent and Subsidiary as of [Date] are [Amount] and are consistent with our internal records.
5. **Compliance:** All related party transactions have been reviewed and approved by the Board of Directors or the appropriate governing body in compliance with our corporate governance policies and local regulations.

This letter is provided to assist you in your audit procedures and to ensure the transparency of financial reporting between the Parent and its subsidiary.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Parent Company Name]