Date: [Insert Date]

[Parent Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Confirmation of Related Party Transactions for the Period Ending [Insert Date]

To the Board of Directors/Management of [Parent Company Name],

This letter is provided in connection with the preparation and audit of the consolidated financial statements of [Parent Company Name]. We, the undersigned management of [Subsidiary Name], confirm to the best of our knowledge and belief the following information regarding transactions and balances with related parties for the period from [Start Date] to [End Date].

1. Identification of Related Parties
We have disclosed all identities of related parties, including subsidiaries, affiliates, key management personnel, and entities under common control.

2. Transaction Details
All transactions with related parties have been recorded accurately in the accounting records. These include, but are not limited to:

- Sales and purchases of goods or services
- Loans, advances, and interest payments
- Management fees and overhead allocations
- Guarantees and commitments
- Lease agreements

3. Outstanding Balances
The following balances were outstanding as of [Insert Date]:

- Receivables from Related Parties: [Insert Amount/Currency]
- Payables to Related Parties: [Insert Amount/Currency]
- Terms and Conditions: [Insert details regarding interest rates, collateral, and repayment schedules]

4. Pricing Basis
We confirm that these transactions were conducted on [Select one: an arm's length basis / a specific contract basis as approved by the Board].

5. Completeness
There are no undisclosed side agreements or informal arrangements with related parties that have a material impact on the financial position of the subsidiary.

Yours faithfully,

[Signature]
[Name of Authorized Signatory]
[Title/Position]
[Subsidiary Name]