

[Company Letterhead]

[Date]

[Tax Professional/Accounting Firm Name]

[Address]

[City, State, Zip Code]

Re: Management Representation Letter for [Year] Tax Year

To [Tax Professional Name],

This representation letter is provided in connection with your preparation of the federal and state income tax returns for [Company Name] for the year ended [Date]. We confirm, to the best of our knowledge and belief, the following representations made to you during your engagement:

1. We have provided you with all relevant financial records, bank statements, and related data necessary for the preparation of these tax returns.
2. We acknowledge our responsibility for the fair presentation of the financial statements and for the accuracy of the information provided for tax purposes.
3. All income earned during the tax year from all sources has been disclosed to you.
4. All expenses claimed as deductions are legitimate business expenses incurred in the production of income.
5. We have maintained adequate documentation to support all deductions, including travel, entertainment, and vehicle usage, as required by the Internal Revenue Code.
6. There are no undisclosed liabilities, contingent or otherwise, that would materially affect the tax returns.
7. All payroll tax filings and sales tax returns have been filed accurately and paid in a timely manner throughout the year.
8. We have disclosed all foreign bank accounts, foreign assets, and interests in foreign entities, if applicable.
9. There have been no communications from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices or tax laws.
10. We have reviewed the final draft of the tax returns and agree that the information contained therein is accurate to the best of our knowledge.

Sincerely,

[Signature]

[Name of Officer]

[Title]

[Company Name]