

[Date]

[Attorney Name]  
[Law Firm Name]  
[Address]  
[City, State, Zip Code]

**Subject: Audit Inquiry Concerning Legal Matters**

Dear [Attorney Name],

In connection with an audit of the financial statements of [Client Name] (the "Company") for the period ended [Fiscal Year End Date], we have advised our independent auditors, [Accounting Firm Name], that you have represented the Company in connection with certain legal matters.

Please furnish to our auditors a description and evaluation of any pending or threatened litigation, claims, and assessments for which you have been engaged and to which you have devoted substantive attention on behalf of the Company. Your response should include:

- The nature of the matter;
- The progress of the case to date;
- How management is responding or intends to respond;
- An evaluation of the likelihood of an unfavorable outcome;
- An estimate, if one can be made, of the amount or range of potential loss.

Please also identify any unasserted claims and assessments that you consider to be probable of assertion and which, if asserted, would have at least a reasonable possibility of an unfavorable outcome.

Your response should include matters that existed at [Fiscal Year End Date] and during the period from that date to the effective date of your response, which is anticipated to be [Expected Completion Date].

Please send the signed original of your response directly to:

[Auditor Name]  
[Accounting Firm Name]  
[Address]  
[City, State, Zip Code]

Sincerely,

[Authorized Signature]  
[Name and Title]  
[Company Name]