

INTERNAL USE ONLY

Date: [Insert Date]

To: [Name of Internal Auditor/Management Committee]

From: [Name of Responsible Officer/Department Head]

Subject: Management Representation Letter - Prospective Financial Information

This representation letter is provided in connection with the internal preparation and review of the prospective financial statements of [Company Name] for the period ending [Date]. These statements include [List specific reports, e.g., Forecasted Balance Sheet, Income Statement, and Cash Flow Statement].

We confirm, to the best of our knowledge and belief, the following representations:

1. **Responsibility:** We acknowledge our responsibility for the preparation and presentation of the prospective financial information in accordance with internal corporate guidelines and [Specify Accounting Standards, e.g., GAAP/IFRS].
2. **Completeness:** All relevant financial data, projections, and underlying assumptions have been made available for review. No significant information has been withheld.
3. **Assumptions:** The assumptions used are reasonable and reflect the best estimates of management regarding the future course of action and economic conditions for the forecast period.
4. **Consistency:** The accounting principles used in these projections are consistent with those currently used in the historical financial statements of the company.
5. **Accuracy:** The prospective financial information reflects the identified assumptions. There are no undisclosed material contingencies or commitments that would significantly alter these projections.
6. **Internal Use Limitation:** We understand that these documents are intended for internal strategic planning and management purposes only. They are not intended for distribution to external third parties, including investors or creditors, without formal audit and authorization.

Signed:

[Name]
[Title/Chief Financial Officer]

[Name]
[Title/Chief Executive Officer]