

[Company Letterhead]

[Date]

[Auditor Name]

[Audit Firm Name]

[Address]

[City, State, Zip Code]

Dear [Auditor Name],

This representation letter is provided in connection with your audit of the financial statements of [Company Name] for the year ended [Fiscal Year End Date].

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit:

1. **Financial Statements:** We have fulfilled our responsibilities for the preparation and fair presentation of the financial statements in accordance with [Applicable Financial Reporting Framework].
2. **Information Provided:** We have provided you with access to all financial records, documentation, and relevant data, including minutes of meetings of shareholders and the Board of Directors.
3. **Fraud and Internal Control:** We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud. We have disclosed to you all known or suspected instances of fraud affecting the entity.
4. **Compliance with Laws:** We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
5. **Related Party Transactions:** We have disclosed the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
6. **Litigation and Claims:** All known actual or possible litigation and claims have been disclosed to you and accounted for in accordance with the reporting framework.
7. **Subsequent Events:** All events occurring subsequent to the date of the financial statements and for which the reporting framework requires adjustment or disclosure have been adjusted or disclosed.

Yours faithfully,

[Name of Chief Executive Officer]

[Title]

[Name of Chief Financial Officer]

[Title]