

[Date]

[Name of Management/CEO/CFO]

[Company Name]

[Company Address]

Subject: Management Letter Regarding Incomplete Disclosures of Related Party Transactions

Dear [Name],

During our audit of the financial statements for the period ended [Date], we identified instances where disclosures regarding related party transactions appear to be incomplete or omitted. Specifically, we noted the following:

- [Description of specific transaction or relationship 1]
- [Description of specific transaction or relationship 2]

Applicable accounting standards require that all material related party transactions, including the nature of the relationship, the amount of the transactions, and outstanding balances, be fully disclosed in the notes to the financial statements. Incomplete disclosure can lead to a misunderstanding of the company's financial position and results of operations.

Recommendations:

1. Review all registers and contracts to identify any undisclosed related parties.
2. Update the financial statement disclosures to include the missing information noted above.
3. Implement a formal policy for the periodic reporting and approval of related party transactions by the Board of Directors or Audit Committee.

Please provide a written response outlining the actions you intend to take to address these deficiencies.

Sincerely,

[Your Name/Signature]

[Your Title/Firm Name]