

[Your Company Letterhead]

[Date]

[Accountant's Name]

[Accountant's Firm Name]

[Accountant's Address]

[City, State, Zip Code]

Dear [Accountant's Name],

Subject: Letter of Representation

As the [Your Position] of [Your Company Name] (Company Registration Number: [Company Number]), I am writing to confirm our agreement and understanding regarding the preparation of our financial statements and tax returns for the fiscal year ending [Fiscal Year End Date].

We acknowledge that:

1. We are responsible for the accuracy and completeness of the financial information provided to you.
2. All transactions have been recorded, and all relevant documentation has been made available to you for your review.
3. There are no unreported liabilities or contingent liabilities that may impact the financial statements.
4. We have complied with all applicable laws and regulations affecting our financial reporting.
5. There have been no subsequent events affecting the financial statements that have not been disclosed.

Please contact us should you require any further information or clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]