

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: QuickBooks Testing Confirmation

We are writing to confirm that we have successfully conducted the testing for the QuickBooks implementation at [Company Name]. The following details outline the scope of our testing process:

1. **\*\*Testing Objectives\*\***:

- Validate data migration accuracy
- Ensure all financial reports generate as expected
- Test user access and permissions

2. **\*\*Testing Methodology\*\***:

- Conducted a series of transaction entries
- Executed report generation tests
- Assessed user role functionalities

3. **\*\*Results Summary\*\***:

- All data was accurately migrated with no discrepancies.
- Reports generated correctly per the required specifications.
- User access was verified, and roles functioned as intended.

We recommend proceeding with the go-live phase of QuickBooks. Please feel free to reach out if you have further inquiries or need additional information.

Thank you for your cooperation throughout the testing phase.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]