

Management Representation Letter

For Internal Controls

Date: _____

To: [Auditor / Internal Auditor Name]

[Auditor Firm Name]

[Auditor Address]

Dear Sir/Madam,

This representation letter is provided in connection with your review of the internal controls of [Company Name] as of [Date], for the purpose of expressing an opinion on the effectiveness of internal controls over financial reporting.

We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting and confirm, to the best of our knowledge and belief, the following representations:

1. We have designed and implemented internal controls to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for external purposes in accordance with applicable accounting standards.
2. There have been no significant deficiencies or material weaknesses identified in the design or operation of internal controls of which we are aware as of [Date].
3. We have disclosed to you all deficiencies in the design or operation of internal controls previously communicated to us and have taken steps to address those issues.
4. There have been no instances of fraud, whether or not material, involving management or employees who have a significant role in internal control over financial reporting.
5. All documentation regarding the company's internal controls has been made available to you for review and verification.
6. We have reported all instances of non-compliance or suspected non-compliance with laws, regulations, and contracts relevant to internal controls to you.

Should you require any further information, we shall provide it promptly.

Yours sincerely,

[Name]
[Designation]
[Company Name]
[Date]

Important Notes:

- Management Representation Letters are formal written statements from management to auditors.
- They serve as evidence of management's responsibilities regarding internal controls.
- These letters should be reviewed carefully and tailored to fit the organization's specific situation.
- Failure to provide accurate representations may impact the audit process and result in further review.