

Specific Transaction Representation Letter (For Audit Purposes)

To:
[Auditor's Name]
[Audit Firm Name]
[Audit Firm Address]

Dear [Auditor's Name],

This letter is provided in connection with your audit of the financial statements of [Company Name] for the year ended [Fiscal Year End Date]. We hereby make the following representations regarding the specific transaction described below:

Transaction Details:

- Date of Transaction: [Insert Date]
- Counterparty: [Insert Name of Counterparty]
- Nature of Transaction: [e.g., Sale of Asset, Loan Agreement, etc.]
- Transaction Amount: [Insert Amount]
- Supporting Documentation: [List key documents provided]

We confirm to the best of our knowledge and belief that:

- The transaction was conducted in accordance with all applicable laws and regulations.
- All material aspects of the transaction have been fully and accurately recorded in the books and records of the Company.
- There are no side agreements or undisclosed arrangements related to this transaction.
- All relevant supporting documentation has been made available to you.

We acknowledge our responsibility for the fair presentation of this transaction in the financial statements and confirm that the representations above are true and complete.

[Name of CEO/MD]
[Title]
[Company Name]

[Name of CFO/Finance Manager]
[Title]
[Company Name]

Important Notes:

- This letter should be prepared and signed by authorized personnel of the company.
- Specific representation letters are used to confirm important details of significant or unusual transactions.
- Providing inaccurate or incomplete information in this document may have legal and audit consequences.
- Always ensure that all facts and circumstances related to the transaction are included and disclosed.