

Compliance Representation Letter

(Sample Format)

Date: _____

To,

[Recipient Name]

[Recipient Designation]

[Company/Organization Name]

[Address]

Subject: Compliance Representation Letter for the period ended [Date]

Dear Sir/Madam,

We, the undersigned, hereby confirm, to the best of our knowledge and belief, the following representations in respect to the compliance requirements for [Company/Organization Name] for the period ended [Date]:

1. We have complied with all applicable laws and regulations, including but not limited to [specify relevant laws/acts].
2. All required filings, submissions, and disclosures have been completed accurately and within the prescribed timelines.
3. There have been no instances of non-compliance or material misstatement during the stated period.
4. We have maintained all supporting records and documentation as required by relevant authorities.

This representation is provided for the purpose of [state reason, e.g., statutory audit, internal review, or regulatory submission].

Thank you for your attention.

Yours sincerely,

[Authorized Signatory Name]

[Designation]

[Company/Organization Name]

Important Notes:

- This letter should be carefully reviewed and signed by an authorized person.
- Ensure accuracy and truthfulness of all statements before submission.
- Retain a copy of the signed letter for your records and future reference.
- Consult legal or compliance professionals if clarification is needed.