

# Account Balances Representation Letter

Date: June 20, 2024  
To: [Auditor's Name / Firm]  
From: [Client Name / Entity]  
Subject: Account Balances Representation Letter for the Year Ended December 31, 2023

Dear [Auditor's Name],

This letter is provided in connection with your audit of the financial statements of [Entity Name] for the year ended December 31, 2023, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of [Entity Name] in accordance with the applicable financial reporting framework.

We confirm, to the best of our knowledge and belief, the following representations regarding account balances as at December 31, 2023:

Account	Balance	Remarks
Cash and Cash Equivalents	\$150,000	Reconciled and confirmed
Accounts Receivable	\$38,500	Net of provisions
Inventory	\$22,120	Based on physical count
Accounts Payable	\$15,200	Confirmed by vendors
Loans Payable	\$60,000	Balance confirmed with lender

All balances are accurately stated as of December 31, 2023, and include all necessary adjustments and disclosures.

We acknowledge our responsibility for the fairness and accuracy of these account balances and confirm that:

- All supporting documentation and records related to these balances have been made available.
- All liabilities and commitments have been appropriately recorded and disclosed.
- No events have occurred subsequent to the balance sheet date that require adjustment to or disclosure in these balances.

Sincerely,

[Name of Responsible Officer]

[Title]

[Entity Name]

Date: \_\_\_\_\_

## Important Notes

- This letter is an essential part of the audit evidence required by auditors.
- Management is responsible for the accuracy and completeness of all representations made in this document.
- If any information changes after issuing this letter, auditors must be notified immediately.
- This document may be legally binding; provide accurate and truthful declarations.

