

# Legal Compliance Representation Letter

Date: \_\_\_\_\_  
To: [Name of Auditor / Audit Firm]  
Address: [Address of Auditor / Audit Firm]

Dear Sir/Madam,

Subject: **Legal Compliance Representation for Audit Purposes**

In connection with your audit of the financial statements of **[Name of Company/Entity]** for the year ended **[Financial Year End Date]**, we hereby represent and confirm, to the best of our knowledge and belief, that:

- The Company has complied with all applicable laws and regulations relevant to its operations during the reporting period.
- No legal or regulatory violations have occurred or are pending as at the date of this letter, which could have a material effect on the financial statements.
- There are no ongoing, pending, or threatened significant legal proceedings, investigations, or litigations other than those disclosed to you during the course of the audit.
- All necessary licenses, permits, and approvals required for the conduct of the business have been obtained and are valid as at the date of this letter.
- All instances of non-compliance, if any, have been disclosed to you and properly reported in the financial statements, if material.

We acknowledge our responsibility for ensuring compliance with statutory and legal requirements and for making all necessary disclosures related to legal compliance in the financial statements.

We trust the above is satisfactory for your purposes.

Sincerely,

\_\_\_\_\_  
[Name of Authorized Person]  
[Designation]  
[Company/Entity Name]

## Important Notes:

- This letter should be signed by authorized personnel (e.g., CEO, CFO, or Company Secretary).
- Ensure all statements are accurate and supported by documentation if required.
- Disclose any known exceptions, violations, or pending legal matters to the auditor.
- This document is a key element of the auditor's evidence for legal compliance
- Consult your legal advisor to tailor this template to specific organizational or jurisdictional needs.