

# Related Party Transactions Representation Letter

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

**To:** [Name of the Auditor / Audit Firm]

**From:** [Name of the Company]

**Subject:** Representation regarding Related Party Transactions

We, the undersigned, in our capacity as the management of **[Name of the Company]**, hereby confirm the following in connection with the audit of the financial statements for the year ended \_\_\_\_\_:

1. All material transactions with related parties as defined by applicable accounting standards have been properly identified, recorded, and disclosed in the financial statements.
2. A complete list of all related parties and all related party transactions, including balances and commitments, has been provided to you.
3. There are no other relationships or transactions with related parties that have not been properly disclosed to you.
4. The terms and conditions of related party transactions are at arm's length or otherwise as disclosed.
5. To the best of our knowledge and belief, no related party transactions have occurred that would require disclosure and have not been disclosed to you.

We acknowledge our responsibility to identify and disclose related party relationships, transactions, and outstanding balances, including commitments, in accordance with applicable financial reporting frameworks.

**For and on behalf of:** [Name of the Company]

\_\_\_\_\_  
Name:

Designation:

\_\_\_\_\_  
Name:

Designation:

## Important Notes:

- This representation letter should be reviewed and signed by authorized personnel of the company.
- Ensure completeness and accuracy in the list of related parties and the disclosure of all transactions.
- Failure to appropriately disclose related party transactions can result in legal and regulatory consequences.
- This letter supports the auditor's understanding but does not replace legal or accounting advice.
- Update the template to reflect specific company and industry requirements as necessary.

