

# Management Representation Letter

Date: June 30, 2024

To: ABC Auditing Firm  
123 Main Street  
Metropolis, 45678

Dear Sirs,

We are providing this letter in connection with your audit of the financial statements of XYZ Corporation for the year ended December 31, 2023, for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the financial position of the company as of that date and of the results of its operations and its cash flows for the year then ended, in accordance with the applicable financial reporting framework.

## Representations

We acknowledge our responsibility for the fair presentation of the financial statements in accordance with the generally accepted accounting principles and confirm, to the best of our knowledge and belief, the following representations:

- All transactions undertaken by the company have been properly recorded and are reflected in the financial statements.
- The financial statements are free of material misstatements, including omissions.
- There have been no irregularities involving management or employees who have a significant role in internal control.
- All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for as appropriate.
- All accounting records and related information have been made available to you.
- There are no unrecorded liabilities or material contingent liabilities, except as disclosed in the financial statements.
- We have assessed the company's ability to continue as a going concern and believe there are no material uncertainties that may cast significant doubt on our ability to do so.

We confirm that the representations made above are true and correct to the best of our knowledge and have been made after appropriate inquiries.

Yours faithfully,

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John Doe  
Chief Executive Officer  
XYZ Corporation

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Jane Smith  
Chief Financial Officer  
XYZ Corporation

**Important Notes:**

- This letter is a formal requirement in audit processes.
- It evidences management's responsibility for the integrity of financial statements.
- False representation can lead to legal consequences.
- Should be reviewed carefully and signed by authorized personnel.
- Should be prepared and submitted before the auditor's final report is issued.