

PLACE ON COMPANY LETTERHEAD

DATE

To whom it may concern

**Representation letter with regards to the Management Accounts of (COMPANY NAME) for the 12-month measurement period (DD/MM/YYYY – DD/MM/YYYY)**

I (INSERT NAME), hereby acknowledge my responsibility for the preparation and fair representation of the Management Accounts for the measurement period (DD/MM/YYYY – DD/MM/YYYY).

I further confirm that to the best of my knowledge that the management accounts provided are a true and accurate reflection of the result of the company for the measurement period.

Please do not hesitate to contact me if you require additional clarity.

Kind regards

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INSERT NAME

INSERT POSITION HELD