

Client Representation Verification

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to confirm our understanding of the representation and to verify the details regarding our engagement with you.

Representation Details

- **Client Name:** [Insert Client Name]
- **Engagement Type:** [Insert Type of Engagement]
- **Period of Service:** [Insert Period]

Please review the information above and confirm that it is accurate. If there are any discrepancies, kindly reach out to us at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]