

# Letter of Financial Statement Review

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Charitable Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

We have completed our review of the financial statements of [Charitable Organization's Name] for the year ended [Fiscal Year End Date]. Our review was conducted in accordance with [Applicable Standards], and we have performed the necessary procedures to provide limited assurance that the financial statements are free from material misstatement.

The financial statements include the following:

- Statement of Financial Position
- Statement of Activities
- Statement of Cash Flows
- Notes to the Financial Statements

Based on our review, we did not become aware of any material modifications that should be made to the financial statements in order for them to be in accordance with [Applicable Financial Reporting Framework].

We appreciate the cooperation and assistance provided by your staff during the review process. Should you have any questions regarding this letter or any related matters, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[Contact Information]