

# Financial Statement Review Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We have completed our review of the financial statements of [Recipient Company Name] for the year ended [Year End Date]. The purpose of our review was to provide limited assurance that the financial statements are free from material misstatement.

The financial statements have been prepared in accordance with [specify basis of accounting, e.g., GAAP, IFRS]. 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 comply with the applicable financial reporting framework.

We appreciate the cooperation of your staff during this review process. Please feel free to contact us if you have any questions or need further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]