

# Audit Evidence Request for Management Representation Letters

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are currently conducting our audit of [Company Name] for the year ended [Fiscal Year End Date]. As part of our audit process, we require specific management representation letters to obtain sufficient appropriate audit evidence.

We kindly request your representation regarding the following areas:

- The completeness of all financial statements and disclosures.
- The accuracy of all estimates made in the preparation of the financial statements.
- The compliance with laws and regulations applicable to the company.
- Any contingent liabilities and commitments that may not be reflected in the financial statements.

Please review and sign the attached management representation letter by [Response Deadline]. Your cooperation in providing these representations is essential for us to complete our audit effectively.

Thank you for your attention to this matter. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Contact Information]

Attachment: Management Representation Letter