

Financial Statement Review Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

We have completed our review of the financial statements of [Company Name] for the period ending [Date]. The objective of our review was to provide limited assurance that the financial statements are free of material misstatement.

Based on our review, we noted the following observations:

- [Observation 1]
- [Observation 2]
- [Observation 3]

Please find attached the detailed report outlining our findings and recommendations. We believe that the financial statements present a true and fair view of the company's financial position.

Thank you for your cooperation during our review. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]