

Formal Representation Letter Format

[Your Name]

[Your Title/Position]

[Your Company Name or Law Firm Name] [Company or Law Firm Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company Name or Address]

[City, State, Zip Code]

Subject: Formal Representation Letter

Dear [Recipient's Name],

I, [Your Name], in my capacity as [Your Title/Position] at [Your Company or Law Firm Name], am writing to formally represent and confirm certain matters related to [specific context, such as a transaction, agreement, or legal issue].

Details of Representations:

1. **[Representation 1]:** [Provide details and context for the first representation.]
2. **[Representation 2]:** [Provide details and context for the second representation.]
3. **[Representation 3]:** [Provide details and context for the third representation.]

Confirmation of Accuracy: I confirm that the representations made above are accurate and complete based on the information available to us as of [specific date]. [Your Company or Client] is committed to upholding these representations throughout the course of [transaction, agreement, legal matter, etc.].

Additional Information (if applicable): [Include any relevant additional information, disclosures, or conditions.]

Request for Confirmation: Kindly confirm your understanding and acceptance of these representations by signing and returning a copy of this formal letter at your earliest convenience.

Thank you for your attention to this matter. We value our professional relationship and are dedicated to ensuring the integrity of the representations made.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company or Law Firm Contact Informatio