

# Representation Letter Format for Due Diligence

[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: Representation Letter for Due Diligence

Dear [Recipient's Name],

I, [Your Name], in my capacity as [Your Title/Position] at [Your Company or Law Firm Name], am writing to provide representations and confirmations related to the due diligence process conducted on behalf of [Your Company or Client] for the purpose of [specific context].

## **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]. These representations are made in connection with the due diligence process and are intended to provide a comprehensive understanding of [Your Company or Client]'s affairs.

**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 letter at your earliest convenience. This confirmation is essential for the due diligence process.

Thank you for your cooperation and understanding. We look forward to a successful completion of the due diligence process.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company or Law Firm Contact Information]