

# Representation Letter Format for Partnership Agreement

[Your Name]

[Your Title/Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Partner's Name]

[Partner's Title/Position]

[Partner's Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Representation Letter for Partnership Agreement

Dear [Partner's Name],

I, [Your Name], in my capacity as [Your Title/Position] of [Your Company Name], hereby provide this representation letter to confirm the accuracy and completeness of certain information in relation to the partnership agreement between [Your Company Name] and [Partner's Company Name].

## Details of Representations:

1. **Financial Information:** The financial statements provided by [Your Company Name] accurately reflect its financial position, including assets, liabilities, and financial performance, as of [specific date].
2. **Legal Compliance:** [Your Company Name] is in compliance with all applicable laws and regulations relevant to the proposed partnership agreement.
3. **Contractual Agreements:** All material contracts and agreements entered into by [Your Company Name] have been disclosed and are accurate and complete.
4. **Business Operations:** [Your Company Name] operates its business in accordance with industry best practices and ethical standards.

**Confirmation of Accuracy:** I confirm that, to the best of my knowledge and belief, the representations mentioned above are accurate and complete. I understand the importance of these representations in the context of our partnership agreement, and I assure you that [Your Company Name] is committed to fulfilling these representations as agreed.

**Additional Information (if applicable):** [Include any additional information or disclosures relevant to the partnership agreement.]

**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.

Thank you for your attention to this matter. We look forward to a successful and collaborative partnership between [Your Company Name] and [Partner's Company Name].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]