

**FIRM NAME
FIRM ADDRESS
FIRM CITY, STATE, ZIP**

DATE

COMPANY NAME
COMPANY ADDRESS 1
COMPANY ADDRESS 2
COMPANY CITY, STATE, ZIP

Dear CONTACT PERSON:

This letter is to confirm my understanding of the terms and objectives of my engagement and the nature and limitations of the services I will provide.

I will perform the following services:

1. I will compile, from information you provide, the balance sheet as of BALANCE SHEET DATE, and the related statements of income, retained earnings, and cash flows of COMPANY NAME for the year then ended. In addition, I will update my compilation report on the PRIOR YEAR financial statements. I will not audit or review such financial statements. My report on the comparative financial statements of COMPANY NAME for CURRENT YEAR and PRIOR YEAR is currently expected to read as follows:

I have compiled the accompanying balance sheets of COMPANY NAME as of BALANCE SHEET DATE and PRIOR YEAR, and the related statements of income, retained earnings, and cash flows for the years then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

If for any reason I am unable to complete the compilation of your financial statements, I will not issue a compilation report on such statements as a result of this engagement.

My engagement cannot be relied on to disclose errors, irregularities, or illegal acts, including fraud or defalcations, that may exist. However, I will inform the appropriate level of management of any material errors that come to my attention and any irregularities or illegal acts that come to my attention, unless they are clearly inconsequential.

FIRM NAME

2. I will also prepare the state and federal income tax returns for COMPANY NAME for the year ended BALANCE SHEET DATE.

My fee for these services will depend on the number of hours required by my staff to complete the engagement. In accordance with our recent discussion I believe that the engagement fee will not exceed \$_____. However, if I encounter unexpected circumstances that require me to devote more staff time to the engagement than anticipated, I will discuss the matter with you.

I look forward to a continued relationship with your company, and I am available to discuss the contents of this letter or other professional services you may desire.

If the foregoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return it to me.

Sincerely,

ACKNOWLEDGED:

COMPANY NAME