

Accountant's Letter Template

This letter is prepared at the request of and is solely for the use of ('You').

Client's Name			
Client's Business Address			
Trading Name			
ABN			
Period for which we have compiled the Client's accounts	FROM		TO
Years for which the Client's tax returns have been lodged	FROM		TO
Are the Client's accounts audited?	No	Yes	If yes, by whom?
Principal source(s) of Client's income for most recent year for which accounts compiled			
Gross taxable Client income after adding back non cash deductions (last 3 years, 5 if we compiled accounts)			
\$	Year	\$	Year
\$	Year	\$	Year
\$	Year		
<p>We have compiled the accounts based on information provided by the Client in accordance with APES 315 Compilation of Financial Information. We make no comment on the Client's ability to perform any of its obligations, whether financial or otherwise. We have prepared this letter in good faith, but we accept no liability in connection with this letter, to You or to any other person.</p>			
I am a member of			
CPA Australia	Chartered Accountants ANZ	Institute of Public Accountants	
			Date
Print Name	Name of firm		
Address			
Email	Phone number		