

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?	
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Principal source(s) of Client’s income for most recent year for which accounts compiled	
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Gross taxable Client income after adding back non cash deductions (last 3 years, 5 if we compiled accounts)

\$	Year	\$	Year
\$	Year	\$	Year
\$	Year		

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.

I am a member of

- CPA Australia
 Chartered Accountants ANZ
 Institute of Public Accountants
 Other, please specify

		Date
Print Name	Name of firm	
Address		
Email	Phone number	