***Name of Co-op/Non-Profit.***

Street Address

City

Postal Code

Date

To:

Each year the Co-operative’s auditors check our accounts to make sure that our records are accurate. In order to help our auditors, we would appreciate it if you could confirm the information at the bottom of this page.

If this information is correct, please sign this letter and send it to our auditors in the enclosed envelope. If there are any differences, please write a note for the auditors explaining the difference. There are two copies of this letter; one is for you to keep.

Our auditors are Prentice Yates & Clark, Chartered Accountants, 15 Toronto Street, Suite 700, Toronto, Ontario M5C 2E3.

The housing charge payable for **Yearend month** was: $

The deposit on hand with the Co-op on **Yearend date** was: $

The amount of arrears I owed the co-op as of

**Yearend date**, was: $

The above information is correct.

Signature