***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, 110 Sheppard Avenue East, Suite 800, Toronto, Ontario M2N 6Y8.

The housing charge payable for **Year-end month** was: $

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

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

**Year-end date**, was: $

The above information is correct.

Signature