Letter to attach when sending client’s documents

<date>

<bank name>  
<bank contact person>  
<bank address>  
<bank address>

<bank email>

Dear <bank contact person>,

Re: Document request for <client name>

Thank you for your letter dated <date>.

[We/I]have enclosed the documents requested from <client name> file to the extent that these documents are in [our/my] possession (“**Documents”**).

<Remove this sentence if documents are audited>

[We/I]have not undertaken an audit of these Documents and do not make any representations (express or implied) as to the completeness or accuracy of these Documents or the information contained in them.

[We/I]do not accept a duty of care to you or any other person who may seek to rely on the Documents.

[We/I] provide this letter solely in the course of acting for our client in response to a request by you for the purposes of a <insert loan, etc> application (“**proposed transaction**”). This letter should not be relied upon for any other purpose.

We make no comment on the client's ability to perform its obligations, whether financial or otherwise, under or in relation to the proposed transaction.

In providing this letter:

* we make no representations or warranties as to the future income of the client;
* we have not considered the details of the proposed transaction, including the terms;
* we do not provide any assurance or opinion on the proposed transaction; and
* we accept no responsibility for any errors in the Documents that derive from information provided by the client, nor the effect of such errors on the proposed transaction.

This letter is intended solely for your use in relation to the proposed transaction and may not be used for any other purpose. We disclaim and do not accept any responsibility or liability to you or any other person for any reliance on this letter for any purpose.

<Optional: if documents are provided to a broker>  
In the event that you provide the enclosed Documents to any third party, including lenders, you undertake to:

* Provide the third party with a copy of this letter; and
* Obtain agreement from the third party that it understands that [we/I] do not owe it any legal duty and [are/am] not making any representation to it.

Yours sincerely,

**<name of accountant>**

<name of accounting practice>

<phone number>

<email address>