\*Completed letter to be submitted with application form\*

[ON HEADED PAPER]

To QQI,

I/We confirm that we act as auditors/accountants for the above entity. I/We understand that [CONAME] is currently being evaluated by the Quality and Qualifications Authority of Ireland (QQI) as part of the QQI QA approval process. Further to our client’s request, we:

* enclose a copy of [CONAME]’s most recent filed accounts and those for the previous two accounting periods;
* enclose a copy of audited accounts of [CONAME]’s for the two most recent accounting periods;
* are not aware of any material change in the ownership of [CONAME] since the most recent accounting year end/balance sheet date [insert date];
* are not aware of any material change in trading by [CONAME] since the most recent accounting year end/balance sheet date [insert date];
* confirm that [CONAME]’s taxes are up to date as at [insert date];
* confirm that to the best of our knowledge and belief [CONAME] will continue to trade for the foreseeable future;
* confirm that [CONAME]’s accounts have been audited by me/company name and signed off for the last three financial years; and
* confirm that [CONAME]’s accounts are in conformance with Irish company law.

The information contained in this letter is for the sole use of the QQI in connection with [CONAME]’s application for QA approval and should not be disclosed to any other party

Yours faithfully,

Name:

Position:

Date: