Dear [Regulator],

CPAs who complete [Name of Form] are required by state accountancy laws to follow generally accepted auditing standards (GAAS). GAAS require that the auditor’s report include specific elements and wording. If these elements and wording are not contained in the prescribed form, the auditor is required by GAAS to reword the prescribed form of the report or attach an appropriately worded separate report.

Statement on Auditing Standards No. 122 section 700, Forming an Opinion and Reporting on Financial Statements, and section 800, Special Considerations—Audits of Financial Statements Prepared in Accordance With Special Purpose Frameworks, issued in October 2011, revised the wording of the auditor’s report, particularly with regard to the description of management’s responsibilities and the description of an audit and revised the auditor’s responsibilities related to auditor’s reports prescribed by law or regulation and the minimum required reporting elements and wording.

As a result, [Name of Form] is no longer in accordance with GAAS. CPAs will need to reword the prescribed form or attach an appropriately worded separate report.

Attached please find [a revised/suggested revisions to] [Name of Form] to bring [Name of Form] in compliance with GAAS. We would be happy to discuss this with you at your earliest convenience.

Sincerely,

[CPA]