**Your Letter Head**

**Date**

**Your attorney’s address**

Our auditor, Breard & Associates, Inc., Certified Public Accountants, 9221 Corbin Avenue, Suite 170, Northridge, CA 91324, is conducting an audit of our financial statements. Please furnish to them the information requested below involving matters as to which you have been engaged and to which you have devoted substantive attention on behalf of the Company in the form of legal consultation or representation.

Pending of Threatened Litigation

(excluding) unasserted claims and assessments

Please prepare a description of all material litigation, claims, and assessments (excluding unasserted claims and assessments). Materiality for purposes of this letter includes items involving amounts exceeding $5,000 individually or in the aggregate. The description of each case should include:

 a. the nature of the litigation,

 b. the progress of the case to date,

 c. how management is responding or intends to respond to the litigation, e.g., to contest

 the case vigorously or to seek an out-of-court settlement, and

1. an evaluation of the likelihood of an unfavorable outcome and an estimate, if one can

 be made, of the amount or range of potential loss.

Unasserted claims and assessments

We have represented to our auditors that there are no unasserted possible claims or assessments that you have advised us are probable of assertion and must be disclosed in accordance with Statement of Financial Accounting Standards No. 5 (excerpts of which can be found in the ABA's Auditor's Letter Handbook).

We understand that whenever, in the course of performing legal services for us with respect to a matter recognized to involve an unasserted possible claim or assessment that may call for financial statement disclosure, you have formed a professional conclusion that we should disclose or consider disclosure concerning such possible claim or assessment, as a matter of professional responsibility to us, you will so advise us and will consult with us concerning the question of such disclosure and the applicable requirements of Statement of Financial Accounting Standards No. 5. Please specifically confirm to our auditor that our understanding is correct.

Response

Your response should include matters that existed as of **Year end**, and during the period from that date to the effective date of your response.

Please specifically identify the nature of, and reason for, any limitations on your response.

Our auditor expects to have the audit completed as soon as possible.

Other Matters

Please also indicate the amount we were indebted to you for services and expenses on **Year end.**

Very truly yours,

**Your Name**

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