

Bridge Letter Templates + Example

1. No material changes template
2. Material changes template
3. No material changes template example

by **DRATA**

Your Company's Logo

Your Company's Name
Company Address
Company Phone Number
Company Email Address

[Today's Date]

Dear [Name of Customer],

This letter provides an update on the [Your Company Name] environment and related controls included in the [Your Company Name] SOC [Include report type information] report covering the period of [Start date, Month Date, Year] to [End Date, Month Date, Year]. The report was conducted by [CPA firm name].

As of the date of this letter, we are not aware of any material changes to our control environment that would adversely affect the auditor's opinion reached in the [Start date, Month Date, Year] to [End Date, Month Date, Year] SOC report.

You should also be aware that [Your Company Name], as a normal part of its operations, continually updates its services and technology as appropriate. In addition, the controls for all of [Your Company Name] were designed with certain responsibilities required of the system users (See User Control Considerations in the SOC 2 report). [Your Company Name] controls must always be evaluated in conjunction with an assessment of the strength of these user controls.

Finally, in order to conclude upon the design and effectiveness of internal controls for [Your Company Name], you must read the current report, provided below. This letter is not intended to be a substitute for the SOC 2 report.

Sincerely,

[Your Name and Title]

Your Company's Logo

Your Company's Name
Company Address
Company Phone Number
Company Email Address

[Today's Date]

Dear [Name of Customer],

This letter provides an update on the [Your Company Name] environment and related controls included in the [Your Company Name] SOC [Include report type information] report covering the period of [Start date, Month Date, Year] to [End Date, Month Date, Year]. The report was conducted by [CPA firm name].

As of the date of this letter, we are aware of the following material changes to our control environment:

- Material change: Description of why change was made
- Material change: Description of why change was made
- Material change: Description of why change was made

You should also be aware that [Your Company Name], as a normal part of its operations, continually updates its services and technology as appropriate. In addition, the controls for all of [Your Company Name] were designed with certain responsibilities required of the system users (See User Control Considerations in the SOC 2 report). [Your Company Name] controls must always be evaluated in conjunction with an assessment of the strength of these user controls.

Finally, in order to conclude upon the design and effectiveness of internal controls for [Your Company Name], you must read the current report, provided below. This letter is not intended to be a substitute for the SOC 2 report.

Sincerely,

[Your name and title]



Secure Fleet
2210 Walnut Street, Kansas City, MO
202-918-2132
general@securefleet.com

May 15, 2023

Dear Sarah Newman,

This letter provides an update on the Secure Fleet environment and related controls included in the Secure Fleet SOC 2 Type 2 report covering the period of April 1, 2022 to April 1, 2023. The report was conducted by Holbrook & Manter.

As of the date of this letter, we are not aware of any material changes to our control environment that would adversely affect the auditor's opinion reached in the April 1, 2022 to April 1, 2023 SOC 2 report.

You should also be aware that Secure Fleet, as a normal part of its operations, continually updates its services and technology as appropriate. In addition, the controls for all of Secure Fleet were designed with certain responsibilities required of the system users (See User Control Considerations in the SOC 2 report). Secure Fleet controls must always be evaluated in conjunction with an assessment of the strength of these user controls.

Finally, in order to conclude upon the design and effectiveness of internal controls for Secure Fleet, you must read the current report, provided below. This letter is not intended to be a substitute for the SOC 2 report.

Sincerely,

Jim Blanchard