SAMPLE

SUBSEQUENT EVENTS LETTER

March 25, 20XX

Director/State Controller

State of New Mexico

Department of Finance and Administration

Financial Control Division

407 Galisteo Street

Bataan Memorial Building, Room 166

Santa Fe, NM 87501

Re: Business Unit Name and Number

Fiscal Year

Subsequent Events

Dear State Controller:

In response to your request for disclosure of events or transactions that affect our agency subsequent to the date of our audit report for the fiscal year ended June 30, 20XX to the date of this letter, we disclose the following:

Board Minutes: Attached

Asset impairment: List Details

Debt Issued: List Details

Debt Authorized: List Details

Advance Redemption of Debt: List Details

Contingent Liability: List Details

Litigation: List Details

Risk Management: List Details

Other significant liabilities: List Details

Change in Custodial

Arrangements for Deposit

Or Investments: List Details

I have confirmed, to the best of my knowledge, that all subsequent events or transactions as listed above represent all matters that affect our agency from the date of our agencies audit report for the fiscal year ended June 30, 20XX to the date of this letter.

Signed:

Agency Chief Financial Officer