

**SAMPLE LETTER**

«Name»  
«Address\_1»  
«Address\_2»  
«City» «St» «Postal»

Dear «MM»:

The U.S. Department of the Interior, Office of Inspector General (OIG), has contracted with KPMG LLP to conduct an audit of the Office of Natural Resources Revenue (ONRR) financial statements for the year ending September 30, 20XX. As part of that audit, KPMG must verify whether ONRR records for the item below agree with your records. According to ONRR records, the following is a summary of certain transactions with you, as of the close of business on July 31, 20XX:

Customer ID	Royalty/Invoice Number	PAD Number	Date Received	Original Amount	Balance as of July 31, 20XX (Note)
«PayorCode»	«Royl»	«PAD»	«Due»	«IssuedAmt»	«Balance»

Note: The balance represents the total of the royalty or invoice, less payments applied by ONRR through July 31, 20XX. It is possible that payments may have been received by ONRR but not applied to your balance as of that date.

Please compare the information above with your records, complete the statement below, and fax this letter directly to KPMG at (303) 295-8829 or send a PDF document of this letter by electronic mail to [jasonmyers@kpmg.com](mailto:jasonmyers@kpmg.com). In addition, please send the original to the auditors at:

KPMG LLP  
Attn: Mr. Jason Myers  
707 17<sup>th</sup> Street, Suite 2700  
Denver, Colorado 80202.

A prepaid, addressed envelope is enclosed for your convenience. Please reply by September 1, 20XX.

The ONRR authorizes the release of the information requested in this letter to the Office of the Inspector General or its agent, KPMG. The requested information should be sent directly to KPMG.

Deborah Gibbs Tschudy  
Deputy Director,  
Office of Natural Resources Revenue

«Name»

Customer ID	Royalty/Invoice Number	PAD Number	Date Received	Original Amount	Balance as of July 31, 20XX
«PayorCode»	«Royl»	«PAD»	«Due»	«IssuedAmt»	

The information stated above is ( ) correct.

( ) not correct.

Please give details of differences, if any.

Company \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Paperwork Reduction Act of 1995 (PRA) Statement:** The PRA (44 U.S.C. 3501 *et seq.*) requires us to inform you that we collect this information to comply with the Chief Financial Officers Act audit of the Office of Natural Resources Revenue. Responses are voluntary; however, we strongly encourage your timely response. Proprietary information is protected in accordance with standards established by the Federal Oil and Gas Royalty Management Act of 1982 (30 U.S.C. 1733), the Freedom of Information Act (5 U.S.C. 552(b)(4)), and the Department regulations (43 CFR 2). The KPMG has signed a nondisclosure statement that binds them to these requirements. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this form is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the letter. Direct comments regarding the burden estimate or any other aspect of this form to the Regulatory Group, Office of Natural Resources Revenue, PO Box 25165, MS 64000A, Denver, CO 80225.