

Date:

To:

Address:

Dear Sir/Madam,

We are conducting an audit of the financial statements of for the year ended . In accordance with auditing standards, please confirm directly to us the amount owed by your organization to our client as of .

Please complete the section below and return this form directly to our office at your earliest convenience.

Details as per our records:

Account Name:

Account Number:

Balance as of :

If there are any differences, please kindly provide details below:

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Authorized Signature:

Name:

Title:

Date:

Kindly return this confirmation directly to:

Auditor:

Address:

Email: