

Date:
To:
Company:
Address:

Inventory Existence Audit Confirmation Letter

Dear Sir/Madam,

We are conducting an audit of the financial statements of for the year ended . As part of our audit procedures, we request your cooperation in confirming the existence of inventory held at your location as of .

Please confirm the following details of the inventory held on behalf of our client:

Description of Inventory	Quantity	Location	Other Remarks

If the above information is correct, kindly confirm by signing and returning this letter to us. If there are discrepancies, please indicate the correct information.

Thank you for your cooperation.

Sincerely,

Auditor's Name:
Firm:
Contact Information:

Confirmation by Custodian:

Name:
Position:
Signature:
Date: