

Date:

To:

## **Payables Confirmation Request**

Dear Sir/Madam,

We are currently undertaking our annual audit and as part of this process, we kindly request your confirmation of the balance payable to your company as of .

According to our records, the amount owed to your company is as follows:

**Amount:**

**Reference/Invoice No.:**

Kindly confirm the accuracy of this balance or advise us of any discrepancies by responding directly to this letter. Your prompt cooperation is greatly appreciated.

Please contact us if you require any further information.

Thank you for your assistance.

Sincerely,