

Audit Confirmation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are conducting an audit of our records and would like to confirm the details of the invoice(s) stated below. Please review the information and provide your confirmation or corrections as necessary.

Invoice Number	Invoice Date	Amount	Status
[Invoice Number]	[Invoice Date]	[Invoice Amount]	[Status]

We kindly request your response by [Insert Reply Date] to ensure the audit can be completed in a timely manner.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]