

Financial Audit Confirmation

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are conducting a financial audit as part of our ongoing risk management processes. As part of this audit, we kindly request your confirmation regarding the following financial details:

- **Account Balances:** Please confirm the balances as of [Insert Date].
- **Outstanding Invoices:** Confirm any outstanding invoices related to [specific transactions or dates].
- **Financial Agreements:** Please verify the status of any outstanding financial agreements.

Your timely confirmation is crucial for us to complete the audit efficiently. Please reply to this letter by [Insert Response Date]. Should you have any questions or require further information, feel free to contact me directly at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]