

Financial Audit Compliance Confirmation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]

Dear [Recipient Name],

We are conducting our annual financial audit for the period ending [Insert Date]. As part of this process, we require your confirmation of compliance with our existing financial controls and governance policies.

Please confirm the following:

- All financial records have been maintained accurately and up to date.
- Financial transactions have been conducted in accordance with our policies.
- No significant discrepancies have been identified during the audit period.

Your cooperation in this matter is greatly appreciated. Please respond by [Insert Response Date] to ensure our audit timeline is adhered to.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]