Audit Confirmation Request

[Your Organization's Letterhead]

Date: [Insert Date]

To: [Auditor's Name]

[Auditor's Firm]

[Firm's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

As part of our annual audit process, we are writing to request your confirmation of certain information that is critical for our financial examination. Per our agreement for the audit of [Organization Name] for the year ended [Fiscal Year End Date], we ask that you verify the following details:

- Account Balances as of [specific date]
- Transactions for the period ending [specific date]
- Any outstanding liabilities and receivables

We kindly ask that you review the aforementioned items and provide your confirmation by [Response Due Date]. If you have any questions or require additional information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and assistance in this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]