

[Your Firm's Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are currently conducting our audit of [Year] for [Client's Company Name]. As part of our auditing procedures, we are requesting your assistance in confirming certain account details.

To facilitate this process, please provide confirmation regarding the following account balances:

- Account Name: [Account Name 1] - Balance: [Balance 1]
- Account Name: [Account Name 2] - Balance: [Balance 2]

Please complete and return the enclosed confirmation form at your earliest convenience. Should you have any questions, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Firm's Name]