

Confirmation Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm that we have completed the audit of your financial statements for the year ending [Insert Year]. This letter serves to confirm the accuracy of the information provided and to summarize our findings.

During our audit, we have verified the following:

- Financial records for the year [Insert Year]
- Compliance with applicable accounting standards
- All necessary documentation was made available

We appreciate the cooperation of you and your staff during this process. Should you have any questions regarding our findings or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]