

# External Audit Inquiry Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

As part of our external audit for the fiscal year ending [Insert Date], we are seeking confirmation of account balances as of that date. We kindly request that you provide us with the following information:

- Account Number: [Insert Account Number]
- Account Balance: [Insert Account Balance]
- Date of Balance: [Insert Date]

Please respond to this inquiry by [Insert Response Date]. Your cooperation is greatly appreciated, and it will assist us in completing our audit efficiently.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]