

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are currently conducting an audit of [Client's Name] for the year ended [Year End Date]. As part of our audit procedures, we are required to obtain external confirmations from third parties. We would appreciate your cooperation in providing us with the information requested below.

Please confirm the following details:

- Account Balance as of [Date]: \$[Amount]
- Terms of the Account: [Describe Terms]
- [Any other specific detail required]

We request that you send your response no later than [Response Deadline]. Please reply to our office or directly to the client at the address provided below:

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]