

Request for Auditor's Confirmation

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are currently conducting our annual audit for [Fiscal Year] and require your help in confirming certain information related to our account balance. We kindly request your confirmation of the following details:

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

Please confirm the information by signing and returning the enclosed document. If you have any discrepancies or questions, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]