

Audit Confirmation Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Charitable Entity Name]

[Charitable Entity Address]

Dear [Recipient Name],

We are currently conducting an audit for the year ending [Insert Year] for [Your Organization Name] and require your assistance in confirming certain information pertaining to your records.

Specifically, we would appreciate your confirmation of the following details:

- Donations received from [Your Organization Name] during the fiscal year: \$[Amount]
- Outstanding pledges as of [Insert Date]: \$[Amount]
- Any other financial transactions or agreements in relation to [Your Organization Name]:
[Insert Details]

Please confirm the accuracy of this information by signing and returning this letter by [Insert Deadline]. Your prompt response is vital for the timely completion of our audit process.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Address]