

[Your Name]

[Your Position]

[Your Business Name]

[Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Business Name]

[Business Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the audit of our financial records for the fiscal year ending [Date]. We appreciate your cooperation during this process.

Please confirm that you have received this letter and that you agree to the terms outlined in our previous discussions. Your confirmation is critical for us to proceed.

If you have any questions or need further information, please feel free to reach out to me directly.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]