

Audit Records Retention Agreement Confirmation

Date: [Insert Date]

Recipient's Name: [Insert Recipient's Name]

Recipient's Title: [Insert Recipient's Title]

Company Name: [Insert Company Name]

Address: [Insert Address]

Dear [Recipient's Name],

We would like to confirm the Audit Records Retention Agreement between [Your Company Name] and [Recipient's Company Name] dated [Insert Date of Agreement]. This agreement outlines our mutual understanding regarding the retention of audit records.

As per the agreement, the following records will be retained:

- Financial Statements
- Bank Reconciliations
- Internal Audit Reports
- Tax Returns

The retention period for these records will be [Insert Retention Period], after which they will be securely disposed of in accordance with applicable regulations.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]