

[Your Company's Name]

[Your Company's Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company's Name]

[Recipient's Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are conducting an audit of our financial statements for the year ended [Year End Date]. As part of this process, we kindly request your confirmation of the account balance that you hold with us.

According to our records, the balance as of [Balance Date] is [Amount].

Please confirm the accuracy of this information. You can do so by signing and returning the enclosed confirmation email or, if you prefer, by sending an email to [Your Email Address] with your confirmation.

Your prompt response to this request would be greatly appreciated, as it will assist us in completing our audit in a timely manner.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Phone Number]

[Your Email]