

AR confirmation required for external audit

Subject: Confirmation of Account Balance for Audit

Dear [Client's Name],

As part of our annual audit, we are required to confirm the accuracy of accounts receivable balances. Our records indicate that your balance with [Company Name] as of [Date] is [Amount]. We would appreciate it if you could confirm this balance directly to our auditors, [Auditor Firm Name], by returning this letter to them at [Auditor's Address/Email]. If you find any discrepancies, please specify them in your reply.

Your cooperation is highly valued and will contribute to the timely completion of our audit.

Respectfully,

[Your Name]

[Your Position]

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