

Professional Standard Bank Confirmation Request

Subject: Bank Confirmation Request for Audit Purposes

Dear Bank Manager,

We are conducting the annual audit of [Company Name] for the year ended [Date]. As part of our audit procedures, we require confirmation of the account details and balances maintained with your bank.

Please confirm the following information as of [Date]:

- Current account balance in Account No. [Account Number]
- Any outstanding loans or credit facilities
- Accrued interest payable or receivable
- Any pledged assets or collateral held
- Contingent liabilities or guarantees

We would appreciate your direct response to our office at [Auditor Address]. This confirmation is essential for completing our audit in accordance with professional auditing standards.

Your prompt cooperation is greatly appreciated.

Sincerely,

[Auditor Name]

Certified Public Accountant

[Firm Name]

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