

# Audit Confirmation Letter

Subject: Audit Confirmation Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your assistance in confirming certain financial information as part of our audit process for [Your Organization's Name]. We kindly ask for your cooperation and prompt response to ensure the accuracy and completeness of our audit.

As an independent auditor, we are responsible for examining the financial statements of [Your Organization's Name] for the fiscal year ending [End Date of the Fiscal Year]. In order to conduct a thorough and accurate audit, we require your confirmation of the following details:

1. Account Balances:

- Please confirm the balances as of [Audit Date] for the following accounts:
  - [List of Accounts to be Confirmed]

2. Loans and Lines of Credit:

- Please confirm the outstanding balances and terms of any loans or lines of credit held by [Your Organization's Name] as of [Audit Date].

3. Guarantees and Contingent Liabilities:

- Please provide confirmation of any guarantees or contingent liabilities that exist as of [Audit Date].

4. Contracts and Agreements:

- Please confirm the accuracy of key contractual arrangements, including any modifications or amendments, that pertain to [Your Organization's Name] and are in effect as of [Audit Date].

5. Other Relevant Information:

- Please provide any additional information that you believe may be important for our audit process or that may impact the financial statements of [Your Organization's Name].

We kindly request that you review the above information and respond to us in writing, either by completing and signing the attached confirmation form or by sending a formal letter of confirmation

to [Your Organization's Address] by [Confirmation Due Date]. If any of the requested information is not applicable or if you have any concerns regarding the provided details, please include appropriate explanations in your response.

We assure you that all information provided will be treated with the utmost confidentiality and used solely for the purpose of completing our audit procedures.

Should you require any clarification or have any questions regarding this request, please do not hesitate to contact me at [Your Contact Information]. Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation and assistance in facilitating a successful audit. We look forward to receiving your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]