

Standard Audit Confirmation Letter

Subject: Audit Confirmation Request

Dear [Recipient Name],

This letter is to confirm that [Company Name] has authorized an audit of its financial statements for the fiscal year ending [Date]. Please provide verification of the balances, transactions, and any other required information as requested by our auditors.

Your prompt response will assist in completing the audit efficiently. We appreciate your cooperation and support.

Sincerely,

[Your Name]

[Title]

[Company Name]

[Contact Information]

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