

Formal Third-Party Audit Confirmation Letter

Subject: Request for Audit Confirmation

Dear [Bank/Client/Supplier Name],

We are conducting our annual audit of [Company Name]'s financial statements for the year ending [Date]. We request your confirmation of the balances and transactions related to our accounts with your organization.

Please respond directly to [Auditor Name] at [Auditor Contact Information] to ensure confidentiality and accuracy. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Title]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/audit-confirmation-letter>