

Official Customer/Client Confirmation Letter

Subject: Confirmation of Account Details for Audit

Dear [Client Name],

As part of our annual audit procedures, we request confirmation of the balances and transactions for your account with [Company Name] as of [Date]. Your confirmation will help ensure accurate financial reporting.

Kindly complete and return the attached confirmation form by [Deadline]. Should you have any questions, please contact [Auditor Contact Information].

Sincerely,

[Your Name]

[Title]

[Company Name]

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