

Third-Party Vendor Audit Confirmation

Subject: Audit Confirmation Request

Dear [Vendor Name],

In connection with the annual audit of [Company Name], we request your confirmation of outstanding invoices and account balances. Your confirmation will support the accuracy of our financial statements.

Kindly reply directly to [Auditor Name/Contact Information]. We appreciate your prompt response.

Sincerely,

[Your Name]

[Title]

[Company Name]

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