

Official Bank Balance Confirmation Letter for Audit

Subject: Bank Balance Verification Request

Dear [Bank Manager Name],

We hereby request a formal confirmation of the balance for account number [Account Number] held at your branch. This confirmation is required for audit purposes as of [Date].

Please provide the signed confirmation on your official letterhead.

Thank you for your assistance.

Sincerely,

[Your Name]

[Position]

[Company Name]

[Date]

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