

# Closing Stock Confirmation Letter Format

[Your Company's Letterhead]

[Date]

[Supplier's Name and Address]

[City, State, Zip Code]

Dear [Supplier's Name],

RE: CLOSING STOCK CONFIRMATION

I am writing to formally confirm the closing stock balance between [Your Company's Name] and [Supplier's Name] as of [Closing Date], as part of our regular accounting and auditing procedures.

We would appreciate your cooperation in verifying the following closing stock balances:

1. Product/Item Name: [Name of Product/Item]

Closing Quantity: [Quantity]

Closing Unit Price: [Price per Unit]

Total Value: [Total Value]

2. [Repeat for each product/item]

Please review the above information and confirm the accuracy of the closing stock balances by signing and returning a copy of this letter to us. If you have any discrepancies or concerns regarding the provided information, kindly notify us as soon as possible so that we can resolve any issues promptly.

For your convenience, you can return the signed confirmation letter via email to [Your Email Address] or by fax to [Your Fax Number] no later than [Confirmation Deadline Date].

Your prompt attention to this matter is greatly appreciated. We value our business relationship and look forward to your timely response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

Enclosure: Closing Stock Confirmation Letter

[CC: Internal Department/Personnel, if applicable]