

Formal Audit Confirmation Template

Subject: Year-End Closing Stock Confirmation - Audit Documentation

Dear Auditor/Accountant,

This letter serves as formal confirmation of our closing stock position as of December 31, [Year], prepared specifically for audit verification purposes.

Inventory Summary:

- Raw Materials: [Amount]
- Work in Progress: [Amount]
- Finished Goods: [Amount]
- Total Stock Value: [Amount]

Stock Valuation Method: [FIFO/LIFO/Weighted Average]

Physical Count Date: [Date]

Count Supervision: [Name and Title]

All inventory items have been physically verified and valued according to applicable accounting standards. Stock records have been reconciled with purchase and sales records for the fiscal year ending [Date].

Attached please find:

- Detailed inventory listing
- Stock movement register
- Physical count sheets (signed)

This confirmation is provided to facilitate the audit process and ensure accurate financial reporting.

The information contained herein is true and complete to the best of our knowledge.

For any queries or additional documentation required, please contact our accounts department.

Respectfully yours,

[Name]

[Chief Financial Officer]

[Company Seal]

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