

Official Letter for Audit or Regulatory Purposes

Subject: Balance Confirmation for Audit

Dear [Vendor Name],

As part of our internal audit for the fiscal year [Year], we request you to confirm the outstanding balance on your account with us as of [Date]. Our records indicate a payable balance of [Amount]. Kindly provide your written confirmation at your earliest convenience. Your cooperation is highly appreciated for regulatory compliance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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