Confirmation Request and Response Form

1. Request Details

Requestor Name

Enter your name

Organization

Enter your organization

Contact Information

Phone, Email, etc.

Date of Request

Subject of Confirmation

e.g., Account Balance, Transaction, Employment

Details/Items Requiring Confirmation

Describe the items, transactions, or details requiring confirmation

2. Response Section (to be completed by Respondent)

Respondent Name

Enter respondent's name

Response Date

Confirmation Status

Select status

Response Details / Comments

Provide any remarks, comments, or corrections

Item/Detail	Confirmed	Remarks

Item/Detail	-	Remarks
Item/Detail	-	Remarks

Signature (if applicable)

Full Name / Position / Digital Signature

Important Notes

- This form is typically used to formally request and document confirmation of specific details or transactions.
- Ensure all information provided is accurate and legible to avoid misunderstandings.
- The response section should be completed only by the authorized respondent.
- Retain a copy of the completed form for record-keeping and audit purposes.
- If sensitive or confidential information is involved, handle the form in accordance with your organization's privacy policies.