

Confirmation Letters: Audit Evidence Filing Sheet

Client Name: _____

Audit Period: _____

Date Prepared: _____

Prepared By: _____

Reviewed By: _____

Details of Confirmation Letters

#	Type of Confirmation	Recipient Name	Date Sent	Date Received	Response Status	Remarks
1	Bank Confirmation	_____	____ / ____ / ____	____ / ____ / ____	Received / Pending	_____
2	Receivable Confirmation	_____	____ / ____ / ____	____ / ____ / ____	Received / Pending	_____
3	Legal Confirmation	_____	____ / ____ / ____	____ / ____ / ____	Received / Pending	_____

Important Notes:

- All confirmation letters must be sent directly by the auditor and responses returned directly to the auditor.
- Document reasons if any confirmations are not sent or responses are not received.
- Retain all original confirmation responses as part of the audit evidence.
- Ensure all details are accurately filled for traceability and review purposes.
- Follow up promptly on pending confirmations and record all follow-up actions.