

[Auditor's Firm Name]
[Auditor's Firm Address Line 1]
[Auditor's Firm Address Line 2]
Phone: [Auditor's Phone]
Email: [Auditor's Email]

Audited Bank Balance Verification Letter

Date: [Date]

To,
The Manager
[Bank Name]
[Bank Branch Address]

Subject: Bank Balance Verification for [Company Name] as of [Financial Year-End Date]

Dear Sir/Madam,

We are the statutory auditors of **[Company Name]** having its registered office at **[Company Address]**. In connection with our audit for the financial year ended **[Financial Year-End Date]**, we request you to kindly confirm the balances of the following accounts maintained with your branch as of the close of business on **[Date]**:

Account Details:

- Account Name: [Account Name]
- Account Number: [Account Number]
- Type of Account: [Current/Savings/Other]

We request you to kindly send your confirmation of the above balance(s) directly to us at the address mentioned above.

Thank you for your cooperation.

Yours faithfully,

For **[Auditor's Firm Name]**
Chartered Accountants

[Auditor's Name]
Partner
Membership No.: [Membership Number]

Important Notes:

- This letter is issued on the official letterhead of the appointed auditor or audit firm.
- It is typically sent directly to the bank to ensure confidentiality and accuracy of the verification.
- The bank is expected to reply directly to the auditors, not to the company management.

- Alteration or misrepresentation of balances is strictly prohibited and may attract liability.
- Details such as account numbers and company names must be checked for accuracy before sending.