

**ABC & Co., Chartered Accountants**

25 Audit Lane,  
Financial District,  
Metropolis 12345  
Phone: (123) 456-7890  
Email: info@abcauditors.com

**To:**

The Branch Manager  
Best National Bank  
Main Street Branch  
Metropolis 54321

**Subject:** Bank Balance Confirmation as Audit Evidence for Year Ended 31st March 2024

Dear Sir/Madam,

We are the statutory auditors of **XYZ Corporation Pvt. Ltd.**, who maintain accounts with your branch. As part of our audit procedures for the year ended 31st March 2024, we kindly request you to confirm the following details as of that date:

Name of Account Holder:	XYZ Corporation Pvt. Ltd.
Account Number:	0123456789
Type of Account:	Current Account
Balance as per your records:	[To be filled by bank]
Nature of Lien/Other Charges (if any):	[To be filled by bank]

We request you to kindly confirm the above balances and charges directly to us at the above address at your earliest convenience.

Thank you for your cooperation.

Yours faithfully,

**ABC & Co., Chartered Accountants**

Authorized Signatory

Date: \_\_\_\_\_

**Important Notes:**

- This letter serves as external audit evidence of bank balances for statutory audit purposes.
- The response must be sent by the bank directly to the auditor, not routed through the client.
- Any discrepancies found must be immediately investigated and clarified by both the company and auditors.
- A bank's official stamp and authorized signature are necessary for confirmation validity.
- This process enhances the reliability of the financial statements being audited.