

Date: 9 June 2024

To,
The Branch Manager
ABC Bank Ltd.
452 Main Avenue,
City Name, Country 12345

Subject: Confirmatory Letter for Bank Balances

Dear Sir/Madam,

We, **XYZ Company Pvt. Ltd.**, holding account number **001234567890** with your branch, kindly request you to confirm the balance held in our above-mentioned account as at **31 May 2024** for our audit and record purposes.

As per our records, the balance as of that date is as follows:

Account Number: 001234567890

Account Name: XYZ Company Pvt. Ltd.

Balance as of 31 May 2024: USD 95,250.00

We kindly request you to confirm the above balance and advise us of any differences, if any, at your earliest convenience.

Thank you for your assistance.

Yours faithfully,

Authorized Signatory
XYZ Company Pvt. Ltd.

Important Notes:

- This letter serves as a formal request for confirmation of bank balances, usually for audit or compliance purposes.
- Ensure account details (number and name) and the date are accurate and match bank records.
- This document should be signed by an authorized signatory of the entity.
- Always follow up with the bank for a formal balance confirmation letter in response.
- Bank confirmations are an essential part of annual external audits to verify the existence and accuracy of balances.

