

Bank Confirmation Request

Date: _____

To: [Bank Name]

Branch: [Bank Branch Address]

Dear Sir/Madam,

We kindly request you to provide confirmation of the following account information as of **[Date]** for our audit purposes. Please return your response directly to us at your earliest convenience.

Client Details:

Account Holder Name: [Client Name]

Account Number: [Account Number]

Information Requested:

- Account balance as of **[Date]**
- Types of accounts held and account numbers
- Details of any loans, overdrafts, or guarantees
- Details of any securities held by the bank

Please address your direct response to:

[Auditor/Firm Name]

[Auditor/Firm Address]

[Email Address]

[Phone Number]

Authorized Signatory
[Client Name]

Date

Important Notes:

- This request should be authorized and signed by the account holder.
- Bank confirmation responses are confidential and sent directly to third parties (e.g., auditors).
- Ensure details such as account number and name are accurate to avoid delays.
- Always retain a copy of this request for your records.