

[Auditor’s Firm Letterhead]
[Auditor’s Address Line 1]
[Auditor’s Address Line 2]
[City, State, ZIP]

Date: [Date]

To,
[Third Party’s Name]
[Third Party’s Address Line 1]
[Third Party’s Address Line 2]
[City, State, ZIP]

Subject: Audit Confirmation of Account Balances as at [Date]

Dear Sir/Madam,

As part of our audit of the financial statements of [Client’s Name] for the year ended [Financial Year End Date], we are required to obtain direct confirmation of certain account balances and other information from third parties.

We request you to kindly confirm the following balance(s) as of [Date]:

Account Details:

Description	Balance as per Client Records
Account/Loan Number: [Account/Loan Number]	[Amount]
Other Details (if any): [Details]	[Amount]

Please confirm the above balance(s) directly to us at the address given above as soon as possible.

If the balance(s) do not agree with your records, kindly indicate the amount and the reason for the difference.

Thank you for your cooperation.

Yours faithfully,

For [Auditor’s Firm Name]

(Authorized Signatory)
[Name & Designation]
Contact: [Email/Phone]

Important Notes

- This letter is used by auditors to obtain independent confirmation of balances or transactions with third parties.
- All details should be double-checked for accuracy before sending the letter.
- Responses should be sent directly to the auditor, not to the client company.
- Non-replies or exceptions should be documented and followed up in the audit process.
- This document is meant for official audit purposes and must be treated confidentially.

