

[Your Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State, Postal Code]
[Country]

Date: [DD/MM/YYYY]

[Recipient Name/Designation]
[External Party/Company Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, Postal Code]
[Country]

Subject: External Party Balance Confirmation Request

Dear [Recipient Name/Designation],

We are conducting our routine account reconciliations as part of our annual financial audit. As of **[Balance Date]**, our records indicate the following outstanding balance in your account with us:

Account Number: [Account Number/Reference]

Outstanding Balance: [Amount and Currency]

We request you to kindly review your records and confirm whether the above balance is accurate. If you find any discrepancies, please provide details of the difference at the earliest.

Please confirm the balance by signing and returning a copy of this letter to us by [Confirmation Return Deadline].

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]
[Your Designation]
[Contact Information]
[Email Address]

Authorized Signature & Company Stamp

Date:

Important Notes:

- This letter is for balance confirmation as part of statutory or external auditing procedures.
- Ensure all recipient details and outstanding figures are accurate before sending.

- The confirmation received serves as evidence for the accuracy of financial records.
- Retain a signed copy of the confirmation letter for your records.
- Respond within the specified deadline to avoid compliance issues.