

LEGAL CONFIRMATION LETTER

Date: _____

Ref: _____

To:

Subject: **Third-Party Balance Confirmation**

Dear Sir/Madam,

We refer to the accounts maintained in relation to our mutual client, **[Client Name]**, and kindly request your confirmation of the balances and details held on behalf of the aforementioned client as of **[Date]**, as part of our legal and audit procedures.

Kindly confirm the following:

- a. The balance of assets and/or liabilities held with your institution in the name of **[Client Name]** as of **[Date]**.
- b. Details of any contingent liabilities, litigation, or guarantees involving our client known to you as of the stated date.
- c. Any other relevant information pertaining to our client that may be material to our inquiry.

Please complete and sign this letter in the space provided below and return it directly to our office at your earliest convenience.

Confirmation

We hereby confirm the information above is correct as per our records for **[Client Name]** as of **[Date]**.

Authorized Signatory: _____

Name: _____

Title: _____

Date: _____

Important Notes:

- This confirmation is provided solely for the purpose requested and should not be construed as a legal opinion.
- All information provided should be accurate as per your official records as of the stated date.
- Disclose any material contingent liabilities or pending litigation related to the client.
- This document may form part of the client's external audit or legal review procedures.