

Standard Third-Party Confirmation Letter

Date: June 14, 2024

[Recipient Name]
[Recipient Position]
[Organization Name]
[Address Line 1]
[City, State, ZIP]

Subject: **Third-Party Confirmation Request**

Dear [Recipient Name],

We are writing to formally request your confirmation regarding the following information as part of our audit procedures concerning our mutual client, **[Client Name]**, for the period ending [Date/Period].

Please confirm the accuracy of the following details or provide any variances as applicable:

- Account Number(s): [Account Number(s)]
- Balance as of [Date]: [Balance Amount]
- Other Relevant Information: [Specify]

Kindly confirm the above information by signing and returning a copy of this letter to us at the address or email provided below.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]

Important Notes:

- Third-party confirmation letters are typically used during audits to verify information provided by a client.
- Be sure to provide accurate and up-to-date information to maintain the integrity of the process.
- Only authorized personnel should respond to confirmation requests.
- Retain a copy of the confirmed letter for your records.