

Date: _____
Supplier Name: _____
Supplier Address: _____

Supplier Balance Confirmation Letter

Dear Sir/Madam,

We are currently conducting a review of our accounts as at _____ [Date] _____ and would appreciate it if you could confirm the balance of your account as per our records:

Account Number: _____

Balance as per our records: _____

Currency: _____

Please verify the above balance and confirm whether it agrees with your records. If not, kindly provide details of any discrepancies.

Kindly sign and return this letter as confirmation of your acceptance or disagreement with the mentioned balance.

For [Your Company Name]

Name & Signature

For [Supplier Name]

Name & Signature

Important Notes:

- This confirmation ensures accuracy of financial records for both parties.
- Discrepancies, if any, should be reported immediately with supporting documents.
- Timely confirmation helps in smooth year-end audit processes.
- This is a standard document and does not itself constitute settlement of account.