

# ABC Corporation

123 Main Street  
Metropolis, State 12345

June 20, 2024

To:

**XYZ Financial Services**

456 Partner Avenue,  
Capital City, State 67890

**Subject: Third-Party Confirmation Request - Internal Control Audit**

Dear Sir/Madam,

As part of our internal control audit of ABC Corporation for the year ended December 31, 2023, we are seeking independent confirmation of certain transactions and balances with your organization.

Please confirm the following details as of December 31, 2023, or provide updated information where necessary:

- Nature of the relationship between ABC Corporation and XYZ Financial Services
- List and value of significant transactions conducted during the year
- Outstanding balances as of December 31, 2023
- Any collateral, guarantees, or encumbrances relating to these balances or transactions

Your prompt response will assist us in completing our audit in a timely manner. If you have any questions or require further information, please contact John Doe at (555) 123-4567 or [john.doe@abccorp.com](mailto:john.doe@abccorp.com).

Kindly respond directly to the auditors at:

Audit Team  
Audit & Associates LLP  
789 Professional Lane,  
Audit Town, State 54321  
Email: [audit@auditassociates.com](mailto:audit@auditassociates.com)

Thank you for your cooperation.

Sincerely,

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Jane Smith  
Chief Financial Officer  
ABC Corporation

**Important Notes:**

- This confirmation is a standard part of internal and external audits to ensure accuracy of records.
- Information provided should be accurate and reflect the stated date.
- Responses are used solely for audit verification and are confidential.
- Do not hesitate to clarify any uncertainties before responding.