

Third-Party Audit Confirmation Letter

Date: [Insert Date]

[Auditor's Name]
[Auditor's Company]
[Auditor's Address Line 1]
[Auditor's Address Line 2]

Subject: Confirmation of Audit for [Client's Name]

Dear [Recipient's Name],

This letter serves as confirmation that a third-party audit was conducted for [Client's Name] by [Auditor's Company] on [Audit Date] at [Audit Location].

The objective of the audit was to independently assess and confirm [briefly describe the purpose, e.g., "compliance with relevant financial reporting standards", "security practices", etc.].

Based on the audit procedures performed, we confirm that our findings, observations, and recommendations have been conveyed to [Client's Name]. This confirmation is provided solely for the purpose of confirming the audit and should not be construed as an opinion or certification.

If you require further information regarding this audit, please do not hesitate to contact us.

Sincerely,

[Auditor's Name]
[Auditor's Title]
[Auditor's Company]

- This document is typically for verification of audit occurrence, not detailed findings.
- Details such as client name, audit date, and auditor information must be accurate.
- Often requested by banks, partners, or regulatory authorities.
- Should be signed by an authorized individual from the audit firm.
- Avoid disclosing confidential or sensitive information in this letter.