

[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]

Date: [Insert Date]

[Auditor's Firm Name]
[Auditor's Address]
[City, State, ZIP Code]

Standard Third-Party Audit Confirmation Letter

Subject:

Confirmation of Information for Audit Purposes

Dear [Auditor's Name or "Sir/Madam"],

This letter is provided in connection with your audit of our financial statements for the year ended [Insert Financial Year End Date]. As requested, we hereby confirm the following details and provide the information needed for your audit procedures:

Information Confirmed:

- **Account/Transaction:** [Specify the account, transaction, or information being confirmed]
- **Balance/Terms:** [State the balance as of a specific date or the terms of the transaction]
- **Nature of Relationship:** [Describe the business relationship or engagement, if applicable]

Please notify us immediately if any further clarification or additional information is required. We trust that the above information meets your requirements.

Sincerely,

[Authorized Signatory Name]
[Designation]
[Contact Details]

Important Notes about Third-Party Audit Confirmation Letters:

- Only an authorized representative should sign and issue this type of document.
- The letter should be addressed directly to the auditor or audit firm to maintain independence.
- All factual information must be accurate and based on the entity's official records.
- Do not disclose confidential or sensitive information unless legally permitted.
- Retain a copy of the confirmation and all correspondence for future reference.