

Audit Bank Confirmation Letter

Dear Sir/Madam,

Re: Bank Confirmation for Audit Purposes

We are currently in the process of conducting an audit of our financial statements for the fiscal year ending [Date]. As part of our audit procedures, we kindly request your cooperation in providing us with the following information.

1. Bank Account Details:

- Account Name:
- Account Number:
- Account Type:
- Currency:

2. Balances and Transactions:

We kindly request confirmation of the following details as of [Audit Date]:

- Cash and cash equivalents balance as at [Audit Date]:
- Outstanding loans and advances as at [Audit Date]:
- Any other relevant banking facilities utilized by our organization as at [Audit Date].

3. Other Information:

- Please provide details of any restrictions, liens, or encumbrances on our accounts, if applicable.
- Please confirm if there have been any significant changes in the account status or account signatories during the audit period.

We kindly request you to provide us with the above information by [Date]. If there are any limitations to the information requested, please let us know in advance. Additionally, we would appreciate your direct communication with our auditors at [Contact Person and their contact details] for any clarification or further information.

Your assistance in providing the requested information is highly appreciated. We assure you that any information provided will be treated with the utmost confidentiality and used solely for audit

purposes.

Thank you for your cooperation. We look forward to your prompt response.

Yours faithfully,