

Casual Follow-up for Outstanding Confirmation

Subject: Follow-up on Bank Confirmation Request

Dear [Bank Contact Name],

I hope this message finds you well. I'm following up on our bank confirmation request sent on [Date] regarding [Company Name]'s accounts with your bank.

We understand that processing these requests takes time, but we're approaching our audit deadline and would appreciate an update on the status of our request.

If you need any additional information or authorization from our client, please let us know immediately. We're happy to provide whatever documentation you require to process this confirmation.

Could you please provide an estimated timeframe for when we can expect your response?

Thanks for your patience and cooperation.

Best regards,

[Auditor Name]

Staff Auditor

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