

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Audit Confirmation - Working Capital Advance

Dear [Contact Person Name],

In connection with an audit of our financial statements, please confirm directly to our auditors, [Auditor Name], the details of the working capital advance(s) outstanding as of [Balance Sheet Date].

According to our records, the following balance was due to/from your company:

- **Outstanding Balance:** [Amount and Currency]
- **Interest Rate:** [Rate]%
- **Origination Date:** [Date]
- **Maturity Date:** [Date/Terms]

Please compare the information above with your records. If the information is correct, please sign in the space provided below and return this letter directly to [Auditor Email/Address]. If the information is incorrect, please provide details regarding any differences.

Sincerely,

[Authorized Signature]

[Your Name]

[Your Title]

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## CONFIRMATION RESPONSE

The above details are correct except as noted below:

[Space for Comments]

Signed: \_\_\_\_\_

Name: [Name]

Title: [Title]

Date: [Date]