

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: CONFIRMATION OF ACCOUNT BALANCE

Dear [Customer Name],

In connection with an internal audit of our records, please verify the accuracy of the balance(s) for your account(s) listed below as of **[Audit Date]**.

Account Type	Account Number	Balance as of [Audit Date]
[e.g., Savings]	[XXXX-XXXX-1234]	[\$[0.00]]
[e.g., Checking]	[XXXX-XXXX-5678]	[\$[0.00]]

Please compare the balance(s) above with your records and indicate your findings below:

() The balance(s) reported above are correct.

() The balance(s) reported above are NOT correct. (Please provide details of any differences below or on a separate sheet).

Differences/Comments:

Please sign this letter and return it directly to our Internal Audit Department using the enclosed envelope or via email to [Audit Email Address].

Sincerely,

[Auditor Name/Signature]

Internal Audit Department

[Bank/Organization Name]

Customer Signature: _____ **Date:** _____