

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Audit Confirmation - Closed Commercial Account

Dear [Customer Name],

In connection with an audit of our financial records, please confirm the details of your closed commercial account listed below. This request is for verification purposes only and is not a demand for payment or a notice of outstanding debt.

Account Information:

- **Account Name:** [Account Name]
- **Account Number:** [Account Number]
- **Date Account Closed:** [Date]
- **Balance at Time of Closing:** \$[0.00]

Please review your records and indicate below whether the information matches your files. Once completed, please sign and return this letter directly to our auditors in the enclosed envelope.

Response:

() The information above is correct.

() The information above is incorrect (Please provide details below):

[_____]

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Sincerely,

[Your Name/Department]
[Bank/Company Name]