

[Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Sir/Madam,

**Subject: Confirmation of Closed Accounts for Audit Purposes**

In connection with the audit of our financial statements, please confirm directly to our auditors, [Auditor Name], located at [Auditor Address], the details of the accounts listed below which were closed during the period from [Start Date] to [End Date].

Account Name	Account Number	Date Closed
[Account Name 1]	[Account Number 1]	[Date]
[Account Name 2]	[Account Number 2]	[Date]

Please confirm the following information regarding these accounts:

- The exact date the account was closed.
- The balance at the time of closure was zero.
- That there are no outstanding liabilities, liens, or obligations associated with these accounts.
- Details of any other accounts closed during this period not listed above.

Please mail the completed confirmation directly to our auditors at the address mentioned above. A stamped, self-addressed envelope is enclosed for your convenience.

Thank you for your prompt attention to this matter.

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Company Name]