Date: [Insert Date]

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

Subject: Audit Confirmation - Closed Investment Account

Dear [Client Name],

In connection with an audit of our records, please confirm the following information regarding your investment portfolio account which was closed during the period ending [Audit Period End Date].

Account Details:

- **Account Number:** [Insert Account Number]
- **Account Type:** [e.g., Brokerage, IRA, Managed Portfolio]
- **Date of Account Closure:** [Insert Date]
- **Closing Balance:** [Insert Amount, typically 0.00]
- **Final Distribution Method:** [e.g., Wire Transfer, Check, Asset Transfer to Firm X]

Please review the details above. If the information is consistent with your records, please sign in the space provided below and return this letter using the enclosed envelope or via email to [Auditor Email Address].

If you identify any discrepancies or have further comments, please note them below.

Sincerely,

[Authorized Signature]
[Name and Title]
[Financial Institution/Audit Firm Name]

Client Confirmation:

I hereby confirm that the account information listed above is correct.

Signature: ____________________________ Date: ________________

Comments/Discrepancies:

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