

**Date:** [Insert Date]

**To:** [Recipient Name/Department]

**Company:** [Company Name]

**Reference:** Daily Sweep Zero Balance Account (ZBA) Audit

Dear [Name],

This letter serves as the official audit report for the Daily Sweep Zero Balance Account activity for the period ending [Date].

**Account Details:**

- **Master Account Number:** [Insert Account Number]
- **Subsidiary Account(s):** [Insert Account Number(s)]

**Audit Summary:**

We have reviewed the automated transfers between the subsidiary accounts and the master account. The audit confirms the following:

- All end-of-day balances in the subsidiary accounts were successfully swept to the master account.
- All subsidiary accounts reached a zero balance (\$0.00) at the close of the business day.
- The total value of funds transferred matches the internal ledger records.
- No discrepancies or unauthorized manual adjustments were detected during this cycle.

**Exceptions:**

[None / List exceptions here if any]

**Conclusion:**

The daily sweep mechanism is functioning as intended and is in compliance with company treasury policies. No further action is required at this time.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Internal Audit/Treasury Department]