

[Your Company Name]
[Your Address]
[City, State, Zip Code]

[Date]

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

Subject: Audit Confirmation Request - Year-End Balance

Dear [Contact Name],

In connection with the annual audit of our financial statements for the fiscal year ended [Year-End Date], our auditors, [Auditor Name], are conducting a routine verification of our account balances.

Our records indicate that as of [Year-End Date], there was a **zero balance** (\$0.00) remaining on your account.

Please review your records to determine if this information is correct. If you agree that the balance was zero as of the date mentioned above, please sign in the space provided below. If you disagree, please provide details regarding the discrepancy directly to our auditors.

Please return this signed confirmation directly to [Auditor Name] at [Auditor Email/Address].

Sincerely,

[Your Name]
[Your Title]

CONFIRMATION:

The information stated above is correct as of [Year-End Date].

Signed: _____

Name: _____

Title: _____

Date: _____