

[Company Letterhead]

[Date]

[Contact Name]

[Title]

[Related Party Entity Name]

[Address Line 1]

[Address Line 2]

**Subject: Audit Confirmation of Related Party Transactions**

Dear [Contact Name],

In connection with the audit of the financial statements of [Company Name] for the period ended [Fiscal Year End Date], our independent auditors, [Auditor Name], are seeking to verify the details of transactions and outstanding balances between our company and [Related Party Entity Name].

Please confirm whether the following information is consistent with your records as of [Fiscal Year End Date]:

**1. Outstanding Balances:**

- Amount Owed to [Company Name]: [Currency and Amount]
- Amount Owed by [Company Name]: [Currency and Amount]

**2. Summary of Transactions for the Period:**

- Total Sales/Services Rendered: [Currency and Amount]
- Total Purchases/Services Received: [Currency and Amount]
- Interest Income/Expense: [Currency and Amount]
- Other (Specify): [Currency and Amount]

**3. Terms and Conditions:**

Please confirm if there are any special terms, guarantees, or collateral associated with these balances: [Insert Details or state "None"].

If the information above is correct, please sign in the space provided below and return this letter directly to our auditors at [Auditor Email/Address]. If the information is incorrect, please provide details regarding any differences.

Sincerely,

[Authorized Signature]  
[Name and Title]  
[Company Name]

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**Confirmation:**

The above information is correct and consistent with our records, with the following exceptions (if any):

[Space for comments]

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_