

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Audit Confirmation of Principal Balance Amount

Dear [Recipient Name],

In connection with the audit of our financial statements, please confirm directly to our auditors, [Auditor Name], the principal balance of the following account as of [Audit Date]:

Account Number: [Account Number]

Account Type: [e.g., Loan / Deposit / Note Payable]

According to our records, the outstanding principal balance on the date mentioned above was: **[Currency and Amount]**.

Please indicate below if this information is correct or provide details of any differences. After signing, please return this form directly to our auditors at [Auditor Email Address] or [Auditor Mailing Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Confirmation Response

☐ The principal balance shown above is correct.

☐ The principal balance is incorrect. The correct amount is [Amount]. See details below:

[Comments / Discrepancies]

Signed: _____

Date: _____

Title: _____