

Date: [Insert Date]

To: [Contact Name]

Company: [Company Name]

Address: [Street Address, City, State, Zip Code]

Subject: Delivery Instructions for Independent Auditor Confirmation Letters

Dear [Recipient Name],

In connection with the audit of [Client Name] for the period ending [Date], we require formal confirmation of [Specific Account/Legal/Financial] information. Please follow the instructions below to ensure the timely and secure delivery of your response to our firm.

1. Delivery Method

Please provide your response via one of the following methods:

- **Electronic Portal:** Upload documents to [Insert Link/URL].
- **Email:** Send PDF copies to [Auditor Email Address] with the subject line "Audit Confirmation: [Client Name]".
- **Postal Mail:** Send original hard copies to:
[Firm Name]
Attn: [Auditor Name/Audit Department]
[Firm Address]

2. Deadline

To facilitate the completion of our audit procedures, please ensure that all requested information is delivered no later than [Insert Deadline Date].

3. Content Requirements

Ensure the letter is drafted on your professional letterhead, signed by an authorized signatory, and references the specific account numbers or legal matters identified in the request form.

Should you have any questions regarding these instructions, please contact [Auditor Name] at [Phone Number] or [Email].

Thank you for your prompt cooperation.

Sincerely,

[Your Name]

[Your Title]

[Accounting/Audit Firm Name]