

[Company Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Confirmation of Inventory Valuation

Dear [Contact Name],

In connection with the audit of our financial statements for the period ended [Fiscal Year End Date], our auditors, [Auditor Name], are requesting confirmation regarding the valuation of inventory held by your company on our behalf.

Please provide the following information as of [Date]:

- A detailed list of inventory items held (Description and Quantity).
- The unit cost and total valuation method used (e.g., FIFO, LIFO, Weighted Average).
- Condition of the inventory (e.g., New, Obsolete, Damaged).
- Any liens or encumbrances against this inventory.

Please complete the confirmation below and return this letter directly to our auditors at the following address:

[Auditor Firm Name]

[Auditor Address]

[Auditor Email]

Sincerely,

[Your Name]

[Your Title]

CONFIRMATION RESPONSE

The inventory information provided above is correct, except for the following discrepancies:

[Space for comments or discrepancies]

Signed: _____ Date: _____

Name and Title: _____