Company  
Contact person

Street

Zipcode City

**Your company**

**Confirmation as of 31. December YYYY** DD. Month YYYY

Reference:

Dear Sir or Madam!

In connection with the examination of our annual financial statements,

please confirm, directly to our auditor

**Muster Wirtschaftsprüfer & Partner**

**Musterstr. 1**

**00000 Musterstadt**

to confirm the following invoices in our favor, which we attached to this letter.

Please note that we do not need the total balance of our account on the key date.  
  
Please also answer when any of the attached invoices are in accordance with your records.

If there are any discrepancies please attach further details.  
  
This letter is neither a request or demand for payment and does not constitute recognition of a debt, but is solely for reconciliation purposes.  
  
Best regards

**Reply**

A statement of accounts and further details are attached to the answer.

**Date of Invoice Invoice Amount Correct Incorrect Comment**

Date 123456 O O

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Date 123456 O O

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Date 123456 O O

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(Date) (Signature) (Stamp)

Use Auditi SBA and save time during your examination of your annual financial statements.