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**

the balance due to us on your account at the above mentioned date,

which was shown in our records: EUR ..................................

Please state in the space below whether or not this is in agreement with your records.

If not, please furnish any information you may have which will assist the auditors in locating the difference.

Yours sincerely

……………………………………………………………………………………………………………..

**Reply** (Please do not seperate !)

The above balance **O** agrees with our records

**O** does not agree because of the following exceptions:

…...............................................................................

......................................................................................................................................................

(Date) (signature) (company’s name and stamp)

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