敬启者：对方

询证函编号（Our Ref）：编码

Dear Sirs,

询 证 函

REQUEST FOR CONFIRMATION OF BALANCES

本公司聘请的众华会计师事务所（特殊普通合伙）正在对本公司2020年度财务报表进行审计，按照中国注册会计师审计准则的要求，应当询证本公司与贵公司的往来账项等事项。下列信息出自本公司账薄记录，如与贵公司记录相符，请在本函下端“信息证明无误”处签章证明；如有不符，请在“信息不符”处列明不符项目；如存在与本公司有关的未列入本函的其他项目，也请在“信息不符”处列出这些项目的金额及详细资料。回函请直接寄至众华会计师事务所（特殊普通合伙）。

Zhonghua Certified Public Accountants is now auditing the financial statements for YEAR 2020 of our company. To meet the requirements of China Registered Accountants Auditing Standards, the balance of your account with us needs to be confirmed. The data listed below is the balance of our account. If the balance agrees with your records, please confirm by signing at the column which is marked with “agreed”. If you don’t agree the above balance we should be grateful if you would give the position according to your records and the reasons for your disagreement on the back of this letter. Please directly return this letter to Zhonghua Certified Public Accountants

|  |  |  |  |
| --- | --- | --- | --- |
| 地址：上海市虹口区东大名路1089号北外滩来福士广场东塔楼18楼 | | 邮编：200082 | 联系人：王智敏 |
| Add: 18F,East Tower,1089 Dong Da Ming Road，Raffles City The Bund,Hongkou District,Shanghai,200082,China | | Zip: 200082 | CPA in charge: Zhimin Wang |
| 传真：(86 21 63525566) | Fax: (86 21 63525566) | 电话：18017474605 | Tel: 18017474605 |

本公司与贵公司的往来款项列示如下：

According to our records, the balance on your account is as follows：

|  |  |  |  |
| --- | --- | --- | --- |
| 结算日期  Balance as at | 贵公司欠本公司  Due from you | 本公司欠贵公司  Due to you | 备注  Remark |
|  |  |  |  |

其他事项：

|  |
| --- |
|  |

若此款项在上述日期之后已经结清，仍请及时回复本函为盼。

Sincerely yours.

我方单位

谨 启

|  |  |
| --- | --- |
| 信息证明无误 | 信息不符及需加以说明事项 |
| (We confirm the above to be correct): | (Giving full details of difference) |
| 签章(Signed): | 签章(Signed): |
| 日期(Date): | 日期(Date): |