Name of debtor/creditor Date:

Address

Dear Sir(s),

**Name of** **${client}**

Our records show a debit / credit balance of Rs. at the close of business on **${end}**.

To ensure an independent verification of this balance, we shall appreciate if you will kindly check this balance with your records and send your confirmation **DIRECT** to our auditors, Messrs. , Chartered Accountants, by completing the form below for which an addressed postage paid envelope is enclosed.

Your prompt response to this request will be appreciated.

Yours faithfully,

M/s­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chartered Accountants

Address

**Confirmation of Balance**

Name and address of the debtor/ creditor

I/We confirm that the debit/credit balance of Rs. as at

, in the name of is/are not in agreement with my/our books. The details of difference are as follows:

Yours faithfully,