Date: DATE  
M/S: RECEIVER\_NAME   
ADDRESS: RECEIVER\_ADDRESS  
PanNo. : PAN

Subject: Sales & Closing Balance Confirmation

Dear Sir/Madam,

Kindly confirm our balance as on DATE as mentioned below.  
  
Opening Balance: OPENING\_BALANCE   
Total Sales: TOTAL\_SALES  
Closing Balance: CLOSING\_BALANCE

Kindly confirm the above-mentioned balance within 7 days of receipt of this letter and please send another copy of the verified statement otherwise it will be presumed that the balance shown by us is correct.

Receiver Name:   
Signature:   
Date:

Thanks & Regards,

Yours Sincerely

SITASMA SUPPLIERS