**CREDITOR CONFIRMATION - AUDIT REQUEST (GENERAL)**

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**Instructions:**

1. Please share the details as at the confirmation date shown below.
2. If required, please give the additional information as a separate annexure and attach the same over the email.

**As on 26-06-2023**

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| --- | --- | --- | --- |
| **Invoice Number** | **Total Invoice Amount** | **Invoice Date** | **Currency** |
| INV 01 | 1,00,000.00 | 04-01-2023 | INR |
| INV 02 | 2,00,000.00 | 04-01-2023 | INR |
| INV 03 | 3,00,000.00 | 04-01-2023 | INR |
| INV 04 | 4,00,000.00 | 04-01-2023 | INR |
| INV 05 | 5,00,000.00 | 04-01-2023 | INR |

If you agree with the balance shown above, then please mention **‘Yes’** against **“Part A”** in the below ‘Creditor’s Response’ table.

If you do not agree with the balance shown above, then please mention **‘Yes’** against **“Part B”** in the below ‘Creditor’s Response’ table.

|  |  |
| --- | --- |
| **Description** | **Creditor Response** |
| **Part A**: I/We have compared the statement of account with our records and the same tallies with our records. | Yes |
| **Part B:** I/We have compared the statement of account with our records and the same doesn’t tallies with our record. |  |

The above confirmation is for balance as of **26-06-2023** and this does not necessarily represent the balance as at the date of this e-mail.  
This is merely a request for confirmation for audit purposes and is not a confirmation of payment by the company.

If your response is ‘Part B’, then we request you provide the details either by providing the details as per you in the below table or by reverting on the original e-mail with detail & reconciliations **using reply all feature.**

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| --- | --- | --- | --- |
| **Invoice Number** | **Total Invoice Amount as per Creditor** | **Invoice Date as per Creditor** | **Currency** |
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**ANY OTHER INFORMATION**

Please confirm and/or provide any other details relating to any financial relationships not dealt with under any of the above headings.

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| **Other Information** |
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