

(Client letterhead)

Place  
Date

To  
Name of Supplier / Creditor  
Address  
Address

Dear Sir / Madam,

**Sub: Request for Balance Confirmation**

In connection with the audit of our accounts, we request you to confirm to our Auditors, **M/s. Hussain Al Shemsi Chartered Accountants, PO Box 14558, Ajman, UAE e-Mail info@halsca.com** that the balance of **AED .....** due to you as at (**pls indicate the balance sheet date**) according to our books, is correct.

If the amount shown is in agreement with your books, please sign at the place provided below and return this entire letter directly to our Auditors.

If the amount shown is not in agreement with your books please inform our Auditors that the amount shown by your records, giving if possible, the details of the balance supported with statement of accounts.

If no response is received within 14 days, the above balance shall be assumed to be correct.

Kindly return this form in its entirety.  
Your prompt attention to this request will be appreciated.

Yours faithfully,

.....  
**Name & Signature**  
Name of the company

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The Balance as per our books as on (**pls indicate the balance sheet date**) due by  
**M/s** :  
is **AED** :  
which is supported by the attached statement.

Signature & Date :  
Authorized Person :  
Designation / Capacity :  
Company :  
Seal :