

(Client letterhead)

Place
Date

To
Name of Customer
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 from 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

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

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