# awp 6.3:

# **Sample of Positive Balance Confirmation Letter pertaining to outstanding balance adjustable or receivable from staff, contractors, and suppliers**

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| **Typed on entity’s letter head**  **Name of the employee/contractor/supplier**  Address  Date of circulation Subject: Balance confirmation The Memorandum register of \_\_\_\_\_\_\_\_\_\_\_ shows a balance of \_\_\_\_\_\_\_\_\_\_ paid to you as an advance, which remained unsettled as at \_\_\_\_\_\_\_\_\_\_\_\_.  We would be grateful if you would kindly confirm to our auditors your agreement/disagreement with the balance shown by signing the confirmation letter enclosed herewith and returning it to the auditors in the enclosed prepaid envelope, at latest by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Should you disagree with our balance, please provide our auditors with details and reasons for the disagreement.  Please note that this request is made for audit purposes only and has no further significance.  Your kind co-operation in this matter will be highly appreciated.  Yours sincerely,  Accounts |

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| Date:  The Team Leader  Auditors  Audit of \_\_\_\_\_\_\_\_\_\_  Dear Sir/Madam,  I/We confirm that the balance shown against me/us in the statement of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is in agreement with my/our record(s).  OR  I/We do not agree to the balance shown in the statement of \_\_\_\_\_\_\_ as per my/our record(s), the details of which are given below and Statement enclosed for further reference:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Staff/Contractor/Supplier  Signed  Position held |