awp 6.4:

# Sample of Negative 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 circularisation  **Subject: Balance confirmation**  Dear Sir/Madam,  As part of their audit procedures we have been requested by our auditors to ask you to confirm the balance on your account with us as at \_\_\_\_\_\_\_\_ (year-end date).  The balance of your account as per our records is \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Statement of your account is attached herewith. After comparing this with your records, will you please be kind enough to sign the confirmation letter and respond **only if you do not agree with the balance** shown by our records, providing the detailed statement directly to the auditors in the enclosed prepaid envelope.  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,  We do not agree to the balance shown in your statement as per our record, the details of which are given below and Statement enclosed for further reference:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of agency or individual customer  Signed  Position held |