awp 6.5

**Sample of Bank Balance Confirmation Letter**

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| The Manager  ABC Bank  Subject: Bank Balance Confirmation  Dear Sir/Madam,  The auditors in the process of carrying out the audit of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have required us to confirm bank balances in the following accounts as at \_\_\_\_\_\_\_\_\_\_\_\_:  Current A/c No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current A/c No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  We would be grateful if you would kindly confirm the balances in the above accounts as per the bank’s records 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 |