

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Records Confirmation for Audit Purposes

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing audit process, we kindly request your assistance in providing confirmation of certain records related to our transactions for the period of [Start Date] to [End Date].

Specifically, we would appreciate if you could confirm the following details:

1. [Detail #1]

2. [Detail #2]

3. [Detail #3]

Please provide the requested information by [Response Deadline Date] to ensure a smooth and timely audit process. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]