(On client's letterhead)

[Supplier]

[Address]

[Date]

Dear Sirs,

In connection with the audit of financial statements in our company we kindly ask you to compare the sum owed by our company to your company as at **31 December 20XX** with your accounting data and to send the balance confirmation signed by a member of the Management Board or by a person properly authorised to us.

If the mentioned amount is not in agreement with your records, please replace it with the amount shown by your records and add under the additional comments your explanations about possible differences.

We would appreciate your prompt response directly to our external auditors’ e-mail: **kinnituskirjad@audiitorteenused.ee**. We would like to receive your reply before **[date**] and thank you in advance for your kind co-operation.

Sincerely,

[Signature]

[Name of the client's representative]

[Position]

We hereby confirm that at **31 December 20XX** the balance of [Client's name] owed to [Supplier's name] amounted to [Sum] EUR. [Client's name] has purchased from [Supplier's name] in total amount of [Sum] EUR (VAT excluded) during the year 20XX.

Additional comments (if applicable):

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Date:

Signature:

Name:

Position: