

The Manager
(Name of Bank)
(Name of Branch)

Sub: BALANCE CONFIRMATION FOR AUDIT

Account No. :
Company Name:M/s. ABC (Mention the name of the Company)

Dear Sir,

VERTEX Auditing, Corporate Office – Suite 707, P.O. Box 29583, The Citadel Tower, Business Bay, Dubai, have been appointed as our auditors & they require the following information for audit of our accounts for the period ended **31stDecember 2018**.

S. No	Account Heads	Balance asat 31-12-2018	Total credit turnover for the year	Total debit turnover for the year
1	Current Account			
2	Margin Deposits			
3	Time Deposit Accounts			
4	Loans and Advances Accounts			
5	Bills for collection			
6	Letters of credit			
7	Letters of guarantee			
8	Securities held against Credit facilities			
9	Any other related information			

We will appreciate if you could send our auditors the above mentioned details and a copy to us through fax or mail along with the details of our authorized signatories and any other information relevant to our relationship with you.

Thanking you,

Authorized Signatory-Name

Date:

Place: