

(On the Letter Head of the Company)

Date:

To,

(Include Name & Address of Addressee)

Annual Audit-Request for Accounts Receivables Confirmation as at 31.12.2018

Dear Sir / Madam,

Our books are currently being audited. We would be obliged if you could kindly confirm the below outstanding balance receivable from your Company as at **31st December 2018**.

Accounts Receivable: (Currency): (Amount)

Please sign and fax the form below and statement, under advice to us, directly to our auditors, M/s. VERTEX Auditing, Corporate Office – Suite 707, P.O. Box 29583, The Citadel Tower, Business Bay, Dubai. This letter is for verification purpose only.

Your early response will be highly appreciated.

Yours faithfully,

For **M/s. (Name of the Company)**

Mr. / Ms. (Indicate Name).....
Designation(Indicate)

M/s. VERTEX Auditing

Corporate Office – Suite 707, P.O. Box 29583, The Citadel Tower, Business Bay, Dubai.

The balance payable to yours Company isof (Currency) (Amount), as of **31st December 2018** is correct except as noted below:

We are attaching the Statement of Accounts (SOA) as per our records.

For (Client Company name)

Name:

Designation:

Date:

Place:

Signature:

Note: The requesting and confirming party must affix their signature and stamp.