Supplier: ……………………………

Address: ……………………………

Budapest, ……………………….

**Confirmation letter**

Our books show the following amount due for you as of 31 December 2023:

EUR xxx.xxx

As part of company name’s audit for the period ending 31 December 2023, we kindly request your confirmation of the mentioned balance. Should there be any discrepancies or if your records reflect a different balance, please disclose the amount per your records.

**Please send your confirmation directly to our auditors:**

*Audit Assistance Kft.*

*attn. Mónika Varga-Molnár*

*E-mail:* *confirmation@auditassistance.hu*

*H-1138 Budapest, Tomori utca 32.*

*Tel: +36 30 014-9057*

Your prompt attention to this matter is greatly appreciated.

Sincerely,

…………………………………………………

Firstname Surname (responsible for accounting)

……………….. Company name OR Accounting Company

Address: …………………………………..

Email: …………………………………..

Tel.: …………………………………..

**Customer's response (please return the whole page):**

* We agree with balance above
* We do not agree with balance above

 Explanation:

 ..........................................

 signature