### [Use client letterhead]

Accounts Receivable Confirmation—Balance

Nov-2011

Template owner: Audit Services

Although printed on client letterhead and signed by the client, the auditor is required to maintain control over external confirmation requests, including sending the requests and ensuring responses are sent directly to the auditor.

Search and replace “[client]” with the short form name of the client, or “the Corporation,” “the Company,” “the Partnership,” “the Trust” or other, as appropriate.

All text in blue should be tailored or removed, as appropriate.

[Date]

[Customer name]

[Title]

[Name of service or division]

[Name of department, agency or business]

[Building name]

[Street number and name, floor, tower, suite]

[City, Province]  [Postal code]

Dear [civil title and surname of the recipient]:

In connection with the audit of our financial statements, our auditor, the Office of the Auditor General of Canada wishes to obtain independent confirmation of balances owing by customers.

We shall be obliged if you will compare the balance shown below with your records. If you are in agreement, sign and return this confirmation directly to our auditor:

Office of the Auditor General of Canada  
240 Sparks Street  
Ottawa, Ontario  K1A 0G6  
[or insert the regional Office address]  
Fax number: [fax number]

Attention: [name], (Stop # [number])

If the balance is not in agreement with your records, please provide details of any items with which you disagree. These details will assist us to resolve any differences.

A self-addressed envelope is enclosed for your convenience.

Yours sincerely,

[to be signed by client]

[Name]  
[Title of client official]

cc: [Name and title], Office of the Auditor General of Canada

Confirmation

Office of the Auditor General of Canada  
240 Sparks Street  
Ottawa, Ontario  K1A 0G6  
[or insert the regional Office address]

Attention: [name] (Stop # [number])

We confirm the balance of [amount] owing by [customer name] to [client name] at [date], except as noted below.

|  |  |  |
| --- | --- | --- |
|  |  | Click here to enter text. |
| Signature |  | Name (please print) |
| Click here to enter text. |  | Click here to enter text. |
| Position |  | Telephone |
| Click here to enter text. |  |  |
| Date |  |  |
|  |  |  |

### Details of differences:

Click here to enter text.