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HomeTemplatesLettersConfirmation LettersWordConfirmation Letters in WordExplore professionally designed training letter templates in Google Docs. Free, customizable, and printable with top-quality designs. Download today! Nowadays, it's really easy to faking information and credentials with the advancement of technology. To keep those from fooling people, confirmation letters are used to legitimize the details and reassure whoever it is you've addressed that you're telling the truth. This type of Verification Letter is commonly used in employments to inform that they have declined or accepted you in their company, internships to inform university students that they have been accepted into the company, businesses to verify their requests, finances, and transactions with banks, payments, verification of bookings, and basically anything that will be used for proof and acknowledgment of the stated information. Most people who have been working and are in university know how to make confirmation letters, but some people still don't know how to make one. Here at Template.net, you can browse through our Confirmation Letter Templates in Word and choose one to use as your reference. Because these templates are 100% customizable, you're free to edit its contents however you want. If you're wondering, "do you need to write your Formal Letter from scratch?" No, you don't! These templates already come pre-written with suggestive content, simply edit it and you're good to go. To customize a template, you will need to use Microsoft Word or any document processor that's compatible with DOC files. If you don't have Word, then use our online workspace instead. It has all the tools necessary to make revisions to the content and adjustments to the layout. For a related template, you can check out our Authorization Letter Templates as well. Subscribe to Template.net and get access to a wider collection of amazing templates. Go ahead! Do it now!Instant Download& Instant Access to 50,000+ MS Word TemplatesLimited Time Offer Access to 1 Million+ Templates & Tools 500,000+ Microsoft 365 Templates including Excel, Powerpoint, Publisher, Outlook & PDF Unlimited access to Design & Documents AI editors Professionally Made Content and Beautifully Designed Instant Download & 100% Customizable Siddharth Goel (Chartered Accountant) (3031 Points) Replied 27 June 2018 Hi, Ledger balance account conformation is made to seek confirmation from the respective bank on the issue of ensuring the balance details of an account of a company. Generally, the letter is written by the managing director of a concerned company and it is addressed to the account manager of the bank. It is a request letter to write a conformation certificate in respect of the ledger balance of a company. The certificate is an essential document, which is required by the income tax. The conformation letter should mention the credit/debit balance of a company and the date of issuing this letter. To make the date valid in the ledger balance confirmation letter, the signature of the account manager of the concerned bank is needed. There is no specific format for this. But the below attached format can be adjusted as per the needs. Attached File : 1637185 20180627155636 ledger balance confirmation letter format.doc downloaded: 704 times Here is very simple letter format for mailing Account balance to customer as well as asking him to provide confirmation for the same. Date: To,Accounts Manager(Name of Party)(Address) Dear Sir,Sub: Balance confirmation as on 31st August 2013 as required by internal audit department.With reference to the above subject, our books of account show a credit/debit balance in your account of Rs 10,000/- (Rupees Ten thousand only) as on 31st August 2013.Please sign the conformation slip below and forward this to us in the enclosed postage pre-paid envelope. In case you need any further assistance including statement of account to reconcile the differences if any please do write to us.We would be grateful if you would give this request your earliest attention.If we do not receive your confirmation within 15 days, we would treat the above balance is correct. Yours faithfully,For XYZ Limited Authorised Signatory(Do not perforate the form at this point)ConfirmationWe confirm the balance as mention above as per our books of accounts as on 31-8-2013.Date: Signature with Rubber Stamp: Place: Name of Authorised Person:Designation: Click Here To Download balance Confirmation LetterTop File Download: These Balance Confirmation Letter templates serve various purposes for banks and companies, ensuring clear communication of financial information to customers, suppliers, or for audit purposes. Whether you need to reassure bank customers about their account balances, confirm outstanding balances with suppliers, or provide customers with a detailed summary of their financial transactions, these templates are designed to help maintain transparency and facilitate smooth financial transactions. Additionally, a template tailored for internal or external audit purposes ensures that your company's financial records remain accurate and compliant. Customize these templates to your specific requirements to streamline the balance confirmation process and foster trust in financial dealings.Template Balance Confirmation Letter for Bank Customers[Your Company Letterhead][Date][Customer's Name][Customer's Address][City, State, Zip Code]Dear [Customer's Name],Subject: Balance Confirmation LetterWe are writing to confirm the balance in your account with [Bank Name], Account Number: [Account Number], as of [Date]. Please find the details below:Opening Balance as of [Starting Date]: \$(Opening Balance)Credits (Deposits/Transfers) from [Starting Date] to [Ending Date]: \$(Total Credits)Debits (Withdrawals/Transfers) from [Starting Date] to [Ending Date]: \$(Total Debits)Closing Balance as of [Ending Date]: \$(Closing Balance)Please note that this balance confirmation is based on the information available in our records as of the mentioned date. If you have any discrepancies or require further details, please do not hesitate to contact our customer service department at [Customer Service Contact Number]. Thank you for choosing [Bank Name], and we look forward to continuing to serve you.Sincerely,[Your Name][Your Title][Bank Name][Contact Information]Template Balance Confirmation Letter for Company Suppliers[Your Company Letterhead][Date][Supplier's Name][Supplier's Address][City, State, Zip Code]Dear [Supplier's Name],Subject: Balance Confirmation LetterWe are writing to confirm the outstanding balance in your account with [Your Company Name], Account Number: [Account Number], as of [Date]. Please find the details below:Opening Balance as of [Starting Date]: \$(Opening Balance)Total Invoices Issued from [Starting Date] to [Ending Date]: \$(Total Invoices)Payments Received from [Starting Date] to [Ending Date]: \$(Total Payments)Closing Balance as of [Ending Date]: \$(Closing Balance)We appreciate your partnership and the products/services you have provided to us. This letter is to ensure that our records align with yours and to resolve any discrepancies promptly.If you have any questions or require further clarification, please do not hesitate to contact our accounts payable department at [Accounts Payable Contact Number]. Thank you for your continued support.Sincerely,[Your Name][Your Title][Your Company Name][Contact Information]Template Balance Confirmation Letter for Company Customers[Your Company Letterhead][Date][Customer's Name][Customer's Address][City, State, Zip Code]Dear [Customer's Name],Subject: Balance Confirmation LetterWe are writing to confirm the outstanding balance in your account with [Your Company Name], Customer ID: [Customer ID], as of [Date]. Please find the details below:Opening Balance as of [Starting Date]: \$(Opening Balance)Invoices Issued from [Starting Date] to [Ending Date]: \$(Total Invoices)Payments Received from [Starting Date] to [Ending Date]: \$(Total Payments)Closing Balance as of [Ending Date]: \$(Closing Balance)We value your business and strive for accurate financial transactions. If you have any questions or concerns regarding your account or the balance mentioned above, please feel free to contact our accounts receivable department at [Accounts Receivable Contact Number]. Thank you for being a valued customer.Sincerely,[Your Name][Your Title][Your Company Name][Contact Information]Template Balance Confirmation Letter for Audit Purposes (Internal or External)[Your Company Letterhead][Date]To Whom It May Concern:Subject: Balance Confirmation LetterThis letter is to confirm the balance in various accounts as of [Date] for audit purposes. The following balances have been verified:Cash in Bank Account: \$(Cash Balance)Accounts Receivable: \$(Receivables Balance)Accounts Payable: \$(Payables Balance)Inventory Value: \$(Inventory Balance)Other Assets/Liabilities: \$(Other Balance)This confirmation is a part of our annual audit process to ensure the accuracy and completeness of our financial statements. If you have any questions or require additional information, please contact our audit team at [Audit Contact Information]. We appreciate your cooperation in this matter and thank you for your support in maintaining the integrity of our financial records.Sincerely,[Your Name][Your Title][Your Company Name][Contact Information]We are delighted to extend our professional prooffreading and writing services to cater to all your business and professional requirements, absolutely free of charge at EnglishTemplates.com. Should you need any email, letter, or application templates, please do not hesitate to reach out to us at englishtemplates.com. Kindly leave a comment stating your request, and we will ensure to provide the necessary template at the earliest.100%(2)100% found this document useful (2 votes)5K viewsThe document is a request from a company's auditors, Scyp Gorres Velayo & Co., to confirm the balance of a Petty Cash/Revolving Fund as of December 31, 2020. The company requests that the rSaveSave Petty Cash or Revolving Fund Confirmation Letter For Later100%100% found this document useful, undefined Balance Confirmation Letter Format in Word: A balance confirmation letter is a formal document that is issued by a company or an individual to their customers or clients to confirm the outstanding balance owed. This document is a crucial part of the accounting process, as it helps to verify the accuracy of financial records and ensure that both parties are on the same page regarding payment obligations. In this article, we will discuss the format of a balance confirmation letter in Word. Also Visit: To start with, it is essential to understand the purpose of the balance confirmation letter. This document is issued by a company or an individual to their customers or clients to confirm the outstanding balance owed. The letter typically contains details about the amount owed, the due date, and any other relevant information about the payment. It is an essential document for both the creditor and the debtor as it helps to prevent any misunderstandings or discrepancies. The format of a balance confirmation letter in Word is as follows: Header: The header of the Request letter should contain the name and address of the creditor or the company sending the letter. This information should be aligned to the left side of the page. Date: The date should be mentioned next, and it should be aligned to the right side of the page. This date should reflect the date on which the letter is being sent. Recipient Information: The recipients name and address should be mentioned below the date, and it should be aligned to the left side of the page. This information should be accurate and up to date. Salutation: The letter should start with a formal salutation, such as Dear Sir/Madam or To Whom It May Concern. Body: The body of the letter should contain information about the outstanding balance, including the amount owed, the due date, and any other relevant information. The letter should also include a request for the recipient to confirm the accuracy of the balance. Closing: The letter should close with a formal closing, such as Sincerely or Regards, followed by the name and signature of the person sending the letter. Enclosures: Any additional documents, such as invoices or account statements, should be mentioned in the enclosure section. This information should be placed at the bottom of the page, aligned to the left side of the page. Here is a sample format for a Balance Confirmation Letter in Word: [Your Company Letterhead] [Date] [Recipient Name] [Recipient Title/Position] [Recipient Company/Organization Name] [Recipient Address Line 1] [Recipient Address Line 2] [City, State, ZIP Code] Dear [Recipient Name], Subject: Balance Confirmation Letter We are writing to confirm the balance outstanding in your account as of [Date]. As per our records, the details are as follows: Client/Account Name: [Name] Account Number: [Number] Statement Period: [Start Date] to [End Date] Balance as of [Date]: [Amount] Please review the information provided and confirm its accuracy. If there are any discrepancies or if you require any further clarification, please do not hesitate to contact us at [Your Contact Information]. We kindly request you to acknowledge receipt of this letter and confirm the accuracy of the balance mentioned above at your earliest convenience. Thank you for your attention to this matter. Sincerely, [Your Name] [Your Position] [Your Company/Organization Name] [Your Contact Information] [Your Company Logo] Feel free to customize this template according to your specific requirements and company policies. Ensure that all relevant details, such as account information and contact details, are accurately included. Balance Confirmation Letter Format in Word for Audit Heres a Balance Confirmation Letter format in Word for customers: [Your Company Letterhead] [Date] [Customer Name] [Customer Address Line 1] [Customer Address Line 2] [City, State, ZIP Code] Subject: Balance Confirmation Letter Dear [Customer Name], We hope this letter finds you well. As part of our routine financial procedures, we are writing to confirm the balance outstanding in your account with us as of [Date]. The details of your account are as follows: Customer Name: [Customer Name] Account Number: [Account Number] Statement Period: [Start Date] to [End Date] Balance as of [Date]: [Amount] Please review the information provided, and if you have any queries or concerns regarding the balance, do not hesitate to contact us at [Your Contact Information]. Your prompt attention to this matter is appreciated. We kindly request you to acknowledge receipt of this letter and confirm the accuracy of the balance mentioned above. Thank you for your continued partnership with [Your Company Name]. Sincerely, [Your Full Name] [Your Position] [Your Company Name] [Your Contact Information] [Your Company Logo] Feel free to customize this template based on your specific needs and company policies. Ensure that all relevant details, such as account information and contact details, are accurately included. Balance Confirmation Letter Format in Word for Suppliers Heres a Template of Balance Confirmation Letter Format in Word: [Letterhead] [Date] [Customer Name] [Address Line 1] [Address Line 2] [City, State, ZIP] Dear [Customer Name], We are writing to confirm the outstanding balance on your account with [Company Name]. As of [Date], the balance on your account is [\$Amount]. Please note that this balance does not include any payments made after [Date]. If you have made any recent payments, please inform us so that we can update your account accordingly. Thank you for your cooperation. Sincerely, [Your Name] [Your Title] [Company Name] Balance Confirmation Letter Format in Word Template Heres a Balance Confirmation Letter format in Word for suppliers: [Your Company Letterhead] [Date] [Supplier Name] [Supplier Address Line 1] [Supplier Address Line 2] [City, State, ZIP Code] Subject: Balance Confirmation Letter Dear [Supplier Name], We trust this letter finds you well. As part of our ongoing financial review, we are writing to confirm the outstanding balance in our account with your company as of [Date]. The account details are as follows: Supplier Name: [Supplier Name] Account Number: [Account Number] Statement Period: [Start Date] to [End Date] Balance as of [Date]: [Amount] Please take a moment to review the information provided. If you have any questions or concerns regarding the balance, kindly contact us at [Your Contact Information]. Your prompt attention to this matter is appreciated. We kindly request you to acknowledge receipt of this letter and confirm the accuracy of the balance mentioned above. Thank you for your continued partnership with [Your Company Name]. Sincerely, [Your Full Name] [Your Position] [Your Company Name] [Your Contact Information] [Your Company Logo] Feel free to customize this template based on your specific requirements and company policies. Ensure that all relevant details, such as account information and contact details, are accurately included. Balance Confirmation Letter Format for Suppliers Below is a Professional Balance Confirmation Letter in Word format: [Your Company Letterhead] [Date] [Recipient Name] [Recipient Title/Position] [Recipient Company/Organization Name] [Recipient Address Line 1] [Recipient Address Line 2] [City, State, ZIP Code] Subject: Professional Balance Confirmation Letter Dear [Recipient Name], We hope this letter finds you in good health. As part of our commitment to transparency and financial diligence, we are pleased to provide you with the balance confirmation details for your account with us. Client/Account Name: [Name] Account Number: [Number] Statement Period: [Start Date] to [End Date] Balance as of [Date]: [Amount] This information has been carefully reviewed and verified to ensure accuracy. If you have any questions or require additional details, please do not hesitate to contact us at [Your Contact Information]. We appreciate your continued partnership and look forward to serving your financial needs. Kindly acknowledge receipt of this letter and confirm the accuracy of the balance mentioned above. Thank you for entrusting us with your business. Sincerely, [Your Full Name] [Your Position] [Your Company/Organization Name] [Your Contact Information] [Your Company Logo] Feel free to customize this template according to your specific needs and company policies. Ensure that all relevant details, such as account information and contact details, are accurately included. Professional Balance Confirmation Letter in Word Below is a Balance Confirmation Letter in Word format, suitable for communication with a bank: [Your Company Letterhead] [Date] [Bank Name] [Bank Branch Address] [City, State, ZIP Code] Subject: Balance Confirmation Letter Dear [Bank Name], We trust this letter finds you well. We are writing to formally request a balance confirmation for our account with your esteemed bank. The details are as follows: Account Holder Name: [Account Holder Name] Account Number: [Account Number] Statement Period: [Start Date] to [End Date] Balance as of [Date]: [Amount] We kindly request you to provide a confirmation of the above-mentioned balance. If there are any discrepancies or additional information required, please contact us at [Your Contact Information]. Your prompt attention to this matter is appreciated, and we request the confirmation to be sent to us at your earliest convenience. Thank you for your cooperation and the excellent banking services provided by your institution. Sincerely, [Your Full Name] [Your Position] [Your Company/Organization Name] [Your Contact Information] [Your Company Logo] Feel free to customize this template based on your specific requirements and provide accurate account information. Balance Confirmation Letter Format in Word for Bank Heres an Email Format for Balance Confirmation Letter Format in Word: Subject: Request for Balance Confirmation on Your Account Dear [Customer Name], I hope this email finds you well. As part of our regular accounting process, we are reaching out to request confirmation of the outstanding balance on your account with [Company Name]. We kindly request that you review the information below and confirm the accuracy of the balance. As of [Date], the balance on your account is [\$Amount]. Please note that this balance does not include any payments made after [Date]. If you have made any recent payments, please inform us so that we can update your account accordingly. We would appreciate it if you could confirm the accuracy of this balance by replying to this email within the next [number of days] days. If there are any discrepancies or questions about your account, please contact us immediately. Thank you for your attention to this matter. We value your business and look forward to continuing our partnership. Best regards, [Your Name] [Your Title] [Company Name] Email Format about Balance Confirmation Letter in Word Below is a Balance Confirmation Letter in Word format, suitable for accountants: [Your Company Letterhead] [Date] [Accountants Name] [Accounting Firm Name] [Accountants Address Line 2] [City, State, ZIP Code] Subject: Balance Confirmation Letter Dear [Accountants Name], I trust this letter finds you well. As part of our financial review and reconciliation processes, we are formally requesting a balance confirmation for the accounts managed by your esteemed accounting firm. The details are as follows: Client/Company Name: [Client/Company Name] Account Number: [Account Number] Statement Period: [Start Date] to [End Date] Balance as of [Date]: [Amount] We kindly request you to verify and confirm the accuracy of the mentioned balance. If there are any discrepancies or additional details needed, please contact us at [Your Contact Information]. Your prompt attention to this matter is appreciated, and we anticipate the confirmation to be provided at the earliest convenience. Thank you for your diligence and the professional accounting services rendered by your firm. Sincerely, [Your Full Name] [Your Position] [Your Company Name] [Your Contact Information] [Your Company Logo] Feel free to customize this template based on your specific requirements and provide accurate account information. Balance Confirmation Letter Format for Accountants Below is a Balance Confirmation Letter in Word format, specifically tailored for confirming loan balances: [Your Company Letterhead] [Date] [Loan Providers Name] [Loan Providers Company Name] [Loan Providers Address Line 1] [Loan Providers Address Line 2] [City, State, ZIP Code] Subject: Loan Balance Confirmation Letter Dear [Loan Providers Name], I trust this letter finds you in good health. We are writing to formally request confirmation of the outstanding balance on the loan account with your institution. The details are as follows: Borrowers Name: [Borrowers Name] Loan Account Number: [Loan Account Number] Statement Period: [Start Date] to [End Date] Outstanding Balance as of [Date]: [Amount] We kindly request you to verify and confirm the accuracy of the mentioned loan balance. If there are any discrepancies or if additional details are needed, please contact us at [Your Contact Information]. Your prompt attention to this matter is highly appreciated. We expect the confirmation to be provided at the earliest convenience. Thank you for your cooperation and the financial services provided by your institution. Sincerely, [Your Full Name] [Your Position] [Your Company Name] [Your Contact Information] [Your Company Logo] Feel free to customize this template according to your specific needs and company policies. Ensure that all relevant details, such as loan account information and contact details, are accurately included. Balance Confirmation Letter Format for Loan in Word This Balance Confirmation Letter Format in Word included such as Account holders name, account number, statement period, balance as of a specific date, and contact information. In this Balance Confirmation Letter Format in Word Use a professional letterhead, include a clear subject line, use a formal salutation, organize information in bullet points or numbered lists, and conclude with a polite closing. Yes, you can customize the Balance Confirmation Letter Format in Word template according to your companys branding guidelines, add or remove sections as needed, and adjust the formatting to meet your requirements. Ensure accuracy in account details, maintain a professional tone throughout the Balance Confirmation Letter Format in Word, provide clear instructions for verification, and include contact information for further inquiries. Ensure the Balance Confirmation Letter Format in Word is signed by an authorized representative of the organization, include relevant account details and dates, and maintain proper documentation of the letter for future reference. A Balance Confirmation Letter Format in Word is an essential document in the accounting process, and it helps to ensure that both parties are on the same page regarding payment obligations. The Balance Confirmation Letter Format in Word is straightforward, and it should contain the creditors name and address, the date, recipient information, salutation, body, closing, and enclosures. By following this format, you can ensure that your balance confirmation letter is professional, clear, and effective. 0 ratings0% found this document useful (0 votes)4K viewsSaveSave 5. Format of Cash Balance Certificate - Copy For Later0%0% found this document useful, undefined A cash payment receipt is a common document that is used both between individuals and companies. Whenever there is money transferred from one end to another, there is a need for a receipt. This receipt includes all the important details i.e. why the money is transferred and exactly how much money is transferred. In this post, we will unveil our latest Cash Receipt Templates for our visitors. So they can quickly create their own in the blink of an eye.Importance of Cash Payment Receipt:As described above that a cash payment receipt is a legal document that proves there was a monetary transaction between two parties. When you think of money being transferred from one person to another, its not complicated most of the time. But everything changes when some amount is transferred from one company to another. Whether we talk about taxation purposes or we just focus on the importance of keeping a record of each transaction being made with the companys account, there are basically endless important aspects of cash payment receipts. On one hand, it gives an idea of how much money was paid and who received it for what purpose whereas on the other hand, it secures the party who paid it by being legal evidence that the other party has in fact received the payment and cant claim there is any amount due in the future.Free Cash Receipt Templates:Below is a collection of our Best Cash Receipt Templates in MS Word format to help you prepare your own Printable Receipt quickly.Blue Cash Receipt:Check out this amazing Cash Receipt that is created in MS Word document in blue theme.Heres the download button for this Blue Cash Receipt Template. Creative Yellow Cash Receipt:Heres another yet beautiful Cash Receipt in Yellow theme Click on this button to start downloading this Yellow Cash Receipt for free. Professional Red Cash Receipt:Grab this professionally-designed Cash Receipt in a red and light-grey color combination.Heres the download button for this Red Cash Receipt Template. Printable Orange Cash Receipt:Check out this cash receipt that is available in Print-ready format.Click on this button to start downloading this Printable Cash Receipt for free. Rental Cash Receipt:We have created this amazing receipt to create your own rental cash receipt quickly.Heres the download button for this Rental Cash Receipt Template. Corporate Cash Receipt:This one can be useful for a corporate business cash receipt. You can customize it in the blink of an eye using MS Word format.Click on this button to start downloading this Corporate Cash Receipt for free.Here you can find a good Sales Receipt Template provided by Mike to assist its website visitors.source: miketemplates.com Guidelines for Creating a Cash Receipt:Follow the below tips to create an impressive cash receipt.Introduction to both parties involved: A cash payment receipt note starts with giving details of both parties involved in the monetary transactions. The first part is the one who is making the payment and 2nd party is the receiver of the payment. This part should include their full names, addresses, and contact details and if possible, names of the companies they work for.Date of Payment: For tracking and record-keeping purposes, its very important to put a date on the cash payment receipt. This will indicate the exact date on which the payment was made.The unique tracking number of the receipt: The basic purpose of a cash receipt is to keep track of payments made in the past and it cant be done if you cant track a particular payment to the receiver. There has to be a unique tracking number on the receipt so its in the permanent record and when there is a need to track who made this particular payment, who authorized it, and who received it against what services or products, this tracking or reference number will come handy to track all the details.Type of Business: This part is not very common but for taxation purposes, multinational organizations and corporations are asked to mention the nature of the business of each involved party. For instance, a car showroom wants to buy new computers from an IT firm so on the cash receipt, they will mention that 1st party buyer has a car showroom and needs new computers for their office whereas the 2nd party IT firm sells computers. For more of day to day purchases, this part is not mandatory to be added to the cash payment receipt.Description of Product or Service: This part of the cash receipt will include full details and a description of the products or services against which the parties are transferring money. For instance, a business has purchased new furniture and they agreed to make the payment on delivery. This means when the furniture is delivered, they will make the payment and it will be described in the receipt that this payment is made against the purchase of office furniture. The same thing goes for the services that are provided to an individual or a company.Payment Details: This is like the heart of the cash payment receipt because it will include all the crucial details of the payment. Starting with the exact amount that is being paid is written both in numbers and words so there is no error or typo. The next thing would be to include the method of payment i.e. check, cash, or bank transaction. Further, it will include the details of previous payments and the balance to pay the amount after making the current payment but these are mostly used for businesses that regularly do business on credit. When this receipt is used for a one-time purchase, there is just the need for the statement that full payment is made with no balance.Signature of both Parties: In the end, a cash payment receipt will be considered completed and it will have legal value only if both parties involved in the transaction sign the receipt. When we talk about these cash receipts, there are usually two copies made; the original stays with the person who paid, and the photocopy goes to the receiver of the payment. Both of these copies need to be signed by both parties. MK Farooq, a Masters degree holder in Computer Science, is driven by a passion to assist people in their daily tasks through the provision of high-quality documents and templates. With a strong foundation in technology and a keen understanding of documentation processes, MK Farooq has dedicated his career to simplifying the lives of individuals and businesses alike.Leveraging his expertise, MK Farooq creates meticulously crafted templates and documents that cater to a wide range of needs, from project management to personal organization. His work is not just about providing tools but about empowering users to achieve efficiency and effectiveness in their endeavors. A Cash Balance Certificate is an essential document used to confirm the cash balance of a company as of a specific date, providing reliable evidence of cash holdings for auditors. This guide offers a ready-to-use format for a Cash Balance Certificate, along with key points to ensure it meets audit requirements and aligns with standard accounting practices. A Cash Balance Certificate is a formal document issued by an entity or auditee to confirm the actual cash balance held by the entity as of a specific date. This certificate is issued to external auditors (Statutory auditors) as part of the audit process and serves as evidence of the cash physically available within the entity, either on hand or at banks. Date and Balance Confirmation: It states the exact cash balance as of a specific date. Verification: Often includes details of physical verification, mentioning cash counted and matching it with internal records. Authorized Signature: The certificate is signed by an authorized person of the entity, confirming the cash balances accuracy.Audit Evidence: Provides reliable confirmation of cash holdings, used by auditors in verifying an entities financial position. Internal Validation: Helps ensure that cash records and physical cash holdings align, supporting accurate financial reporting. In auditing, the Cash Balance Certificate serves as part of audit documentation under the guidelines of SA 505 (External Confirmations) and SA 230 (Audit Documentation), enhancing the audits credibility by independently verifying cash balances. (On the letterhead of the Accounts) Date: 31.03.20 \_\_\_\_\_ To ABC & Co Chartered Accountants, Plot No.6, 303B Arrow Corporate Tower, Sector 14, Kaushambi, Ghaziabad UP 201012 Ref: Cash Balance Confirmation as of 31.03.20 \_\_\_\_\_ (Balance sheet date) Dear Sir/Madam, We confirm that the cash-in-hand balance as of 31 March 2024 is Rs. \_\_\_\_\_ (in words) in the books of accounts ofM/s ALBANIA Innovative Equipment Pvt Ltd. This confirmation has been issued to the Statutory Auditor for Audit Purposes only. Kindly confirm the above statement. Thanking you, For M/s. ALBANIA Innovative Equipment Pvt. Ltd. Name of Authorized Signatory (Designation) (contact information) Date: 31.03.20 \_\_\_\_\_ Place:

**Cash confirmation letter sample. What is a legal confirmation letter. Cash balance confirmation letter format in word. Work confirmation letter example. How to write confirmation letter to bank. Cash in hand confirmation letter sample. Cash confirmation format. Cash in hand confirmation letter format word. How to make cash receipt in word. Letter to cash.**