**(*Company’s letter head*)**

To, Date: ……

**The Manager,**

**Bank Name [*please note your bank’s name*]**

**………….., UAE**

Dear Sir/Madam,

**Ref:** *[account / company name]*

**A/c No.** *[please note your bank account number]*

**Sub: Confirmation of bank account balance/s for audit of the books of accounts of the company**

Our auditors, **UNITED AUDITING**, are engaged on their annual audit. We would be obliged if you furnish the following information with respect to the various accounts with you and facilities granted to us for the period ended December 31, 2015.

|  |  |  |
| --- | --- | --- |
| **S/N** | **Nature of Account** | **Balance as on *31st Dec 2015*** |
| 1.  2.  3.  4.  5.  6.  7.  8.  9.  10. | Current Account (including FC A/cs)  Time Deposit A/c  Margin Deposits  Loans & Advances A/c  Bills for Collection  Letter of Credit  Bills & Cheque discounting a/c  Any other type of accounts / facilities  Securities held against credit facilities  Other related information (interest rates, interest accrued not included in the above balances, Guarantees given, Contingent Liabilities ,details of securities formally charged, other terms and conditions of facilities etc) |  |

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Kindly provide the above information directly to auditors with details of signatories for our accounts and any other information relevant to our relationship with you.

Contact Details of our Auditors;

**CBD Accounting and TAX consultant**

P.B No: 48900

Dubai, UAE

Tel: +971-4-2277708

Whatsapp: [00971559438222](tel:%2000971559438222)

Mail: info@cbdgcc.com

We would appreciate very much if you could send the above information to them at the earliest.

Thanking You,

*For [company name]*

*Authorized Signatory*

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