

On Company's letterhead

Addressee's name

Address

[Date]

In connection with the year-end procedures, we would appreciate if you would confirm the balance owned by our company to you as at 31 December 2011 according to your accounting data. Please send the confirmation, signed by a person properly authorized, to:

Recipient's name

Address

If the mentioned balance does not agree with your records, we ask you to replace it with the amount shown in your records. If applicable, please add any relevant comments.

Sincerely,

[Signature]

We hereby confirm that as at 31 December 2011 you owed to us the amount of [sum] [currency].

Additional comments:

.....

Date:

Signature:

Name:

Position: