To,

[Name of Recipient]

[Designation of Recipient]

[Recipient’s Company Name]

Date:

**Subject: Confirmation Letter for Audit Completion**

Dear Sir/Madam,

This is to confirm that the audit of [mention company name] for the year [mention the year] has been completed by the audit team of [mention the name of Auditing Firm]. We have performed all the necessary audit reviews and procedures and the staff of the organization was very cooperative with us and assisted us in completing our audit job.

The final audit report will be completed by [mention date]. For further details or queries, feel free to contact us.

Best Regards.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]