**(*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/cMargin DepositsLoans & Advances A/cBills for CollectionLetter of CreditBills & Cheque discounting a/cAny other type of accounts / facilitiesSecurities held against credit facilitiesOther 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;

 **United Auditing,**

 Post Box No 122957

 Dubai, UAE

 Tel: 04-2500290

 Fax: 04-2500291

 Mail: accounts@emiratesca.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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