

**(On the Letter Head of the Company)**

Date:

To,

(Include Name & Address of Addressee)

**Annual Audit-Request for Related Party Payables Confirmation as at 31.12.2018**

Dear Sir / Madam,

Our books are currently being audited. We would be obliged if you could kindly confirm the below mentioned outstanding balance payable to yours Company as at **31<sup>st</sup>December2018**.

**Related Party Payables: (Currency): (Amount)**

Please sign and fax the form below and statement, under advice to us, directly to our auditors, M/s. VERTEX Auditing, Corporate Office – Suite 707, P.O. Box 29583, The Citadel Tower, Business Bay, Dubai. This letter is for verification purpose only.

Your early response will be highly appreciated.

Yours faithfully,

For **M/s. (Name of the Company)**

Mr. / Ms. (Indicate Name).....  
Designation (Indicate)

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**M/s. VERTEX Auditing,**

Corporate Office – Suite 707, P.O. Box 29583, The Citadel Tower, Business Bay, Dubai .

The balance receivable from yours Company is of (Currency) (Amount), as of **31<sup>st</sup>December 2018** is correct except as noted below:

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**We are attaching the Statement of Accounts (SOA) as per our records.**

For (Related Party Company)

Name:

Designation:

Date:

Place:

Signature:

**Note: The requesting & confirming party must affix their signature and stamp.**