# CONFIRMATION REQUEST

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***20…..***

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our auditor, (***Könyvvizsgáló,*** ***Könyvvizsgáló cég neve,*** ***Könyvvizsgáló cég Székhely cím.***) is conducting an audit of our financial statements. According to the attached current account as of **Fordulónap*.*** we have registered the following claims towards you:

|  |  |
| --- | --- |
| **Legal title** | **Amount, HUF** |
| Receivables from supply of goods and services |  |
| Receivables from associated companies |  |
| Long term loans |  |
| Other receivables |  |

For our audit procedures we kindly ask you to confirm whether your records comply with the above. In case of any disagreement, please give us details of the difference.

After you have filled in and you have signed the second part of our letter, please be so kind as to send it directly to our auditor and to return it to us ( ***Vállalkozás megnevezése,*** ***Vállalkozás Székhely,*** ***Vállalkozás cím, E-mail address)***

Very truly yours,

|  |  |  |
| --- | --- | --- |
|  |  | Authorised Signature***Vállalkozás megnevezése*** |

**\* \* \* \* \***

|  |  |
| --- | --- |
| ***Vállalkozás megnevezése******Vállalkozás cím******E-mail Address*** |  |

We are providing upon your request that our company called ***Vállalkozás megnevezése*** keeps the following obligation with your company....................................................................................................................... on **Fordulónap**.

|  |  |
| --- | --- |
| **Legal title** | **Amount, HUF** |
| Liabilities from supply of goods and services |  |
| Liabilities toward associated companies |  |
| Long term loans received |  |
| Short term loans |  |
| Other short term liabilities |  |

The details of the difference are as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20….

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 Authorised Signature