
Legal Confirmation Audit Procedure

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Legal Confirmation - Audit Procedure

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. As part of our ongoing commitment to maintain the highest standards of financial integrity and transparency, [Your Company's Name] is currently undergoing its annual audit for the fiscal year ended [End Date of Fiscal Year], conducted by [Auditor's Name/Company], an independent external auditing firm.

In connection with this audit, we kindly request your legal assistance to confirm and provide insights into any legal matters that may significantly impact our financial statements. This request encompasses both pending and potential litigations, claims, disputes, or other legal contingencies involving [Your Company's Name] that you are currently handling or have knowledge of.

Specific Information Requested:

Description of Legal Matters: A brief description of each matter, including the nature of the claim, the parties involved, and the stage of the proceeding.

Financial Implications: An estimate of the potential financial impact, including any known or anticipated claims, settlements, fines, penalties, or other financial liabilities.

Legal Opinions: Any legal opinions or assessments regarding the probable outcome of each matter, including likelihood of loss and the rationale behind these assessments.

Updates on Previously Reported Matters: Any significant changes or developments in legal matters previously reported to us or discussed in prior audits.

We understand the sensitive nature of legal information and assure you that all data provided will be treated with the utmost confidentiality and used solely for the purpose of this audit. Our auditors may also need to discuss certain aspects of the information provided with you directly to ensure a comprehensive understanding of the potential financial implications.

Deadline for Submission: We kindly request that your response be forwarded to us by [Deadline Date], to ensure timely completion of our audit process. Should you require any additional time or information to prepare your response, please feel free to contact us at your earliest convenience.

Confirmation Method: Please provide your confirmation and responses in writing, either via email to [Your Email Address] or through postal mail to the address listed above.

We deeply appreciate your cooperation and assistance in this matter. Your prompt and thorough response is vital for the accurate and complete representation of our company's financial position and will greatly assist us in fulfilling our audit requirements.

Should you have any questions or require further information to complete your confirmation, please do not hesitate to contact me directly at [Your Contact Information].

Thank you for your attention to this matter and for your ongoing support.

Warm regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]