(On the client's letterhead)

[Debtor] Do not move this row. Please make sure that this row stays at this position, as it enables the use of window envelopes.

[Address]

[Address]

[Address]

[Date]

Dear Sirs,

In connection with the audit of the 201X financial statements performed by AS PricewaterhouseCoopers in our company we kindly ask you to confirm the sum owed by your company to our company as at 31 December 201X and send a letter of confirmation to our auditors, signed by a member of the management board or other authorised person.

We kindly ask you to send a digitally signed letter of confirmation to ee\_info@pwc.com or a physically signed letter of confirmation to:

AS PricewaterhouseCoopers

Tatari 1

10116 Tallinn

Estonia

In order to expedite our auditors’ work, in case of sending a physically signed letter of confirmation, we kindly ask you to send a scan of the letter also to ee\_info@pwc.com.

In case the below amount is not in agreement with your records, kindly replace it with the amount shown by your records and add your explanations about possible differences.

Thank you for your kind cooperation.

Sincerely,

[Signature]

[Name of the client’s representative]

[Position]

[Name of the client]

We hereby confirm that as at 31 December 201X [Debtor’s name] owed to [Client’s name] the amount of EUR [sum].

We hereby confirm that in the period from 1 January to 31 December 201X [Debtor’s name] has made purchases from [Client's name] and received goods/services in the total amount of EUR [sum] as per the detailed list of invoices attached.

Additional comments (if applicable):

………………………………………………………………………………………………………………………………………………………………………………………………

Date:

Signature:

Name:

Position:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lp.** | **Invoice number** | **Invoice date** | **Net value** | **Currency** | **Settled (paid, compensated, etc.) (yes/no)** | **Agree (yes/no)** | **Goods delivered / services rendered**  **(yes/no)** |
| 1 | … | … | … | … |  |  |  |
| 2 | … | … | … | … |  |  |  |
| 3 | … | … | … | … |  |  |  |
| … | … | … | … | … |  |  |  |