

To,

Accounts Manager

PRIYABRATA TEST

Kolkata

Date : 04/05/2024

Dear Sir,

Sub: Balance confirmation as on 01 April, 2024 as required by internal audit department.

With reference to the above subject, our books of account show a credit/debit balance in your account of **Rs 1,405.000/- Credit (One Thousand Four Hundred Five Only)** as on **01 April, 2024**.

Please sign the confirmation slip below and forward this to us in the enclosed postage pre-paid envelope.

In case you need any further assistance including statement of account to reconcile the differences if any please do write to us.

We would be grateful if you would give this request your earliest attention .

If we do not receive your confirmation within 15 days, we would treat the above balance is correct.

Yours faithfully,

For DLF HOSPITALITY HEAD

Credit Manager

We confirm that the balance as stated above as on 01 April, 2024 is correct.

(Signature of Supplier)

P.S : Please note this is not a reminder for payment but request for confirmation of balance to our auditors only.