08 December 2022

**Mr. ….**

Chief General Manager

….. LIMITED

…. Bhaban (5th Floor),

… Avenue, …

Dhaka-1207.

Dear Sir,

We are the auditor of **….. Ltd.** for the year ended 30 June 2022. In this regard, we would request you to kindly send confirmation directly to us at our address printed above about the following information as at the close of business on **30 June 2022**.

As per the record of … Ltd., the total amount of **payable** to … Ltd. as of 30 June 2022 amounts to BDT **…**.

Please confirm whether you agree with the above-mentioned balance(s). If you do not agree, please mention the balance(s) as per your record with a detailed breakdown. Besides, please mention any other information that you think will be of our interest.

Please note that this request relates to all such balances at the above closing date. Our client, by signing below, has authorized you to provide us with the information requested.

Yours faithfully,

**…., FCA,**

Partner

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

I/We (authorized person of **..**.) authorize you to provide all the above information to our auditor.

**X…**

General Manager

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