

Item #6

May 9, 2019

[Confirmant's Name and Address]

Our auditors, **Auditing Firm Name**, are conducting an audit of our financial statements. For the purpose of independent verification only, please confirm the following information relating to your promise to give/contribution to **SAMPLE SCHOOL** as of June 30, 2019:

Date made:	_____
Amount:	\$ _____
Restrictions on period or manner of use:	_____

Payments made during the period July 1, 2018 to June 30, 2019:	\$ _____
Amount outstanding on promise to give at June 30, 2019:	\$ _____
Expected to be paid in the following installments:	
[Date]:	\$ _____
[Date]:	\$ _____

Please indicate in the space below whether this information is in agreement with your records. If it is not, please furnish any information you have that will help our auditors reconcile the difference. If the balances and information above have been left blank, please complete this form by furnishing the information in the appropriate space above or in a separate statement.

After signing and dating your reply, please mail it directly to **Auditing Firm Attn: Auditor Name, Address, City, State and Zip Code** in the enclosed return envelope.

Sincerely,

SAMPLE SCHOOL

[Signature and Title of Nonprofit Organization Official]

The above information regarding the promise to give/contribution made to **SAMPLE SCHOOL** agrees with my records at June 30, 2019 with the following exceptions (if any):

Signature: _____

Title: _____

Date: _____