VENDOR BALANCE CONFIRMATION

Request for confirmation of balance — Audit / year-end confirmation – as at 31 December 2026

From (customer)	Westbrook Hospitality Group	**Confirmation date**	31 December 2026
To (vendor)	Prime Linen Services Inc.	**Reply by**	20 January 2027
Vendor account no.	WHG-00731	**Reply to**	audit@westbrookhg.example

Our auditors, Fairmont & Lowe LLP, are examining our financial statements. Please compare the balance below with your records and confirm it, or give the details of any difference, in Part B. This is not a request for payment.

Part A – Balance per our records

Description	Amount
Balance owed to Prime Linen Services at 31 Dec 2026	$14,582.40
Of which: invoices dated December 2026	$6,210.00
Of which: older than 30 days	$8,372.40

Part B – Vendor response

- ☐ We confirm the balance of $14,582.40 is correct.
- ☐ The balance per our records is $_____. Reconciling items are listed below / attached.

Reconciling item (date, invoice, amount)	Amount

Authorised signature (vendor) Name and title Date

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