

[Company Header/Logo]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

**RE: Audit Confirmation for [Borrower Name]**

To Whom It May Concern,

In connection with an audit of our financial statements, please provide our auditors, [Auditor Name], with the following information regarding our commercial term loan(s) as of the close of business on [Audit Date].

**Loan Details:**

- **Loan Account Number:** [Account Number]
- **Outstanding Principal Balance:** \$ \_\_\_\_\_
- **Interest Rate:** \_\_\_\_\_%
- **Date to which interest has been paid:** [Date]
- **Next Payment Due Date:** [Date]
- **Next Payment Amount:** \$ \_\_\_\_\_
- **Maturity Date:** [Date]
- **Description of Collateral:** [Description]

Please also indicate if there are any lines of credit, guarantees, or other direct or contingent liabilities existing between our company and your institution as of the date mentioned above.

Please mail the completed information directly to our auditors:

[Auditor Name]

[Auditor Address]

[Auditor Email/Contact]

Sincerely,

[Authorized Signature]

[Name and Title]

[Company Name]