

[Date]

[Bank/Lender Name]

[Contact Person Name]

[Department]

[Address]

[City, State, Zip Code]

**Subject: Audit Confirmation - Construction Loan #[Loan Number]**

Dear [Contact Person Name],

In connection with the audit of our financial statements, please provide our auditors, [Auditor Name/Firm], with the following information regarding the construction loan for [Project Name] as of the close of business on [Audit Date]:

- The total principal amount outstanding.
- The current interest rate and the date to which interest has been paid.
- The total amount of the loan commitment (original loan amount).
- The total amount of funds disbursed/drawn to date.
- The amount currently held in retainage or escrow, if any.
- The maturity date of the loan.
- A brief description of the collateral held for this loan.
- The status of the loan (e.g., current, past due, or in default).

Please send the requested information directly to our auditors at the following address:

[Auditor Name/Firm]

[Auditor Address]

[Auditor Email Address]

A self-addressed envelope is enclosed for your convenience. Your prompt attention to this request is appreciated.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Company Name]