

[Date]

[Agent Bank Name]

[Department Name]

[Address]

[City, State, Zip Code]

Subject: Audit Confirmation - Syndicated Loan Facility

Dear [Contact Person Name or Agency Department],

In connection with the audit of our financial statements, please provide directly to our auditors, [Auditor Name], at [Auditor Email/Address], the following information regarding our syndicated loan facility as of the close of business on [Audit Date].

Please confirm the details of the following credit facility:

- **Facility Type:** [e.g., Revolving Credit Facility / Term Loan A]
- **Total Commitment Amount:** [Amount and Currency]
- **Outstanding Principal Balance:** [Amount]
- **Current Interest Rate:** [Rate, including Margin/Spread]
- **Maturity Date:** [Date]
- **Unused Commitment Fees:** [Rate/Amount]
- **Accrued Interest Payable:** [Amount]
- **Letters of Credit Outstanding:** [Amount, if applicable]
- **Collateral/Security:** [Brief Description]

Additionally, please state whether, to the best of your knowledge as Administrative Agent, the borrower was in compliance with all financial covenants and reporting requirements under the Credit Agreement as of the date mentioned above.

If there are any participations or sub-allocations within the syndicate that differ from your master records, please note them accordingly.

Please return the completed confirmation to:

[Auditor Name]

[Auditor Firm]

[Auditor Address/Email]

Sincerely,

[Authorized Signature]

[Name and Title]

[Company Name]