

[Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Audit Confirmation of Loan Balance

Dear [Customer Name],

In connection with the annual audit of our financial statements, our auditors, [Auditor Name], are conducting a routine verification of loan balances. Our records indicate that as of [Audit Date], your loan account [Account Number] has the following status:

- **Principal Balance:** [Currency] [Amount]
- **Accrued Interest:** [Currency] [Amount]
- **Past Due Amount:** [Currency] [Amount]
- **Collateral Description:** [Description]
- **Last Payment Date:** [Date]

Please compare the information above with your records. After reviewing, please sign this letter in the space provided below to confirm whether the balance is correct or to identify any discrepancies.

Please return this confirmation directly to our auditors in the enclosed envelope or via email to [Auditor Email Address]. This is not a request for payment; it is for verification purposes only.

Sincerely,

[Authorized Signature]

[Name and Title]

CONFIRMATION RESPONSE

The balance above is correct.

The balance is incorrect for the following reasons: _____

Signature: _____ Date: _____

Name: [Customer Name]