

[Current Date]

[Cardholder Name]

[Street Address]

[City, State, Zip Code]

Re: Audit Confirmation - Credit Card Cash Advance

Dear [Cardholder Name],

Our auditors, [Auditor Name/Firm], are currently conducting a routine examination of our accounts. According to our records, the following cash advance was made on your credit card account ending in [Last 4 Digits of Card Number]:

- **Transaction Date:** [Date]
- **Reference Number:** [Number]
- **Advance Amount:** \$[Amount]
- **Outstanding Balance (as of Audit Date):** \$[Amount]

Please compare the information above with your records. If the information is correct, please sign in the space provided below and return this letter directly to our auditors in the enclosed envelope.

If the information is incorrect, please provide details regarding the discrepancy on the back of this letter or on a separate sheet.

This request is for audit purposes only and is not a request for payment.

Sincerely,

[Name of Authorized Signer]

[Title]

[Financial Institution Name]

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**CONFIRMATION:**

The above information is correct as of [Audit Date].

Signed: \_\_\_\_\_ Date: \_\_\_\_\_