

[Bank/Financial Institution Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Borrower Name]
[Borrower Address Line 1]
[City, State, Zip Code]

Subject: Audit Confirmation of Retail Mortgage Advance

Dear [Borrower Name],

In connection with the annual audit of our financial records, our auditors, [Auditor Name], are performing a routine verification of mortgage accounts. Please confirm the accuracy of the following information regarding your mortgage advance as of [Audit Cut-off Date]:

- **Mortgage Account Number:** [Account Number]
- **Original Advance Amount:** [Amount]
- **Date of Advance:** [Date]
- **Current Outstanding Balance:** [Amount]
- **Current Interest Rate:** [Rate]%
- **Monthly Payment Amount:** [Amount]

If the information above 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 of any differences.

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

Sincerely,

[Authorized Signature]
[Name and Title]

CONFIRMATION:

The above details are correct / incorrect (please circle one).

Differences (if any): _____

Signature: _____ Date: _____