

Date: [Insert Date]

To: [Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Trade Finance Loan Balance Audit Confirmation

Dear Sir/Madam,

In connection with the audit of our financial statements, please confirm directly to our auditors, [Auditor Name], the details of our trade finance loan balances as of [Audit Cut-off Date].

Our records show the following outstanding facilities/loans:

Facility Type (L/C, TR, etc.)	Reference Number	Currency	Outstanding Balance	Maturity Date
[e.g., Trust Receipt]	[Insert Ref #]	[Insert Currency]	[Insert Amount]	[Insert Date]

Please provide the following additional information where applicable:

- Interest rates applied and any accrued interest payable.
- Details of any collateral or guarantees held against these loans.
- Any contingent liabilities (Letters of Credit or Guarantees issued but not yet drawn).

Please send the completed confirmation directly to:

[Auditor Name]
[Auditor Address]
[Auditor Email]

Yours faithfully,

[Authorized Signature]
[Name and Title]
[Company Name]