

[Company Letterhead / Logo]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

**Subject: Audit Confirmation Request for Year-End [Year]**

To Whom It May Concern,

In connection with an audit of our financial statements, please provide directly to our auditors, [Auditor Name], the following information regarding our deposit accounts as of the close of business on [Closing Date, e.g., December 31, 20XX].

Please provide details for the following:

- Current balances for all checking, savings, and money market accounts.
- Account numbers and exact titles for each account.
- Interest rates and any accrued interest payable as of the year-end date.
- Details of any liens, encumbrances, or withdrawal restrictions on these accounts.
- Any outstanding loans, lines of credit, or other liabilities owed to your institution.

Please mail the completed confirmation directly to:

[Auditing Firm Name]

Attn: [Auditor Name / Audit Department]

[Auditor Address]

[Auditor Email Address]

Our authorized signature below serves as your authorization to release this information. Your prompt attention to this request is appreciated.

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Title, e.g., CFO / Controller]

[Company Name]