

[Date]

[Bank/Financial Institution Name]

[Department Name]

[Address Line 1]

[Address Line 2]

**Subject: Audit Confirmation - Closed Loan Facility**

Dear Sir/Madam,

For the purpose of our annual audit, please provide our auditors, [Auditor Name/Firm], with the details regarding the closure of the following loan facility:

- **Account Name:** [Company/Individual Name]
- **Account/Facility Number:** [Number]
- **Date of Closure:** [Date]

Please confirm the following information as of the date of closure:

1. The date the facility was fully repaid and officially closed.
2. The final amount paid to settle the outstanding balance (Principal and Interest).
3. That all liens, charges, or securities associated with this facility have been released or discharged.
4. Whether there are any remaining contingent liabilities or outstanding obligations related to this account.

Please send your response directly to our auditors at the following address: [Auditor Email/Mailing Address].

Thank you for your prompt attention to this request.

Sincerely,

[Signature]

[Authorized Signatory Name]

[Title/Position]