

[Company Letterhead]

[Date]

[Financial Institution Name]

[Address]

[City, State, Zip Code]

Subject: Confirmation of Derivative Instruments and Contingent Liabilities

Dear [Contact Person Name],

In connection with an audit of our financial statements, please provide directly to our auditors, [Auditor Name], at [Auditor Address], the following information regarding all derivative instruments and contingent liabilities held with your institution as of the close of business on [Audit Cut-off Date].

1. Derivative Instruments:

Please provide a detailed schedule of all open derivative positions (including but not limited to swaps, options, forwards, and futures), including:

- Contract type and identification number
- Notional amounts and currencies
- Maturity or expiration dates
- Fixed and floating interest rates or strike prices
- The unrealized gain or loss (fair market value) as of the date above

2. Contingent Liabilities and Guarantees:

Please provide details of any contingent liabilities, including:

- Letters of credit or standby letters of credit
- Guarantees of indebtedness to third parties
- Unused lines of credit or loan commitments
- Assets pledged as collateral or subject to lien

3. Other Agreements:

Please disclose any other agreements involving margin requirements, collateral arrangements, or netting agreements associated with the above instruments.

If there are no such balances or agreements, please specifically state "None."

Please sign and return this letter directly to our auditors. A stamped, self-addressed envelope is enclosed for your convenience.

Sincerely,

[Authorized Signature]
[Name and Title]

Confirmation Response:

The above information is correct as of [Audit Cut-off Date], with the following exceptions (if any):

Signed: _____ Title: _____ Date: _____