

[Company Letterhead]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Confirmation of Financial Bank Guarantees and Contingent Liabilities

Dear Bank Manager,

In connection with the annual audit of our financial statements as of [Fiscal Year End Date], please provide our auditors, [Auditing Firm Name], with the following information regarding our accounts at your institution:

1. Bank Guarantees and Letters of Credit:

Please list all outstanding bank guarantees, standby letters of credit, and performance bonds issued by your bank on our behalf as of [Audit Date]. For each instrument, please include:

- Guarantee Reference Number
- Beneficiary Name
- Amount and Currency
- Expiry Date
- Purpose of the Guarantee

2. Contingent Liabilities:

Please provide details of any other contingent liabilities, including discounted bills, endorsements, or warranties, for which our company may be liable to the bank as of the date mentioned above.

3. Collateral and Security:

Please specify any assets held by the bank as collateral or security for the above-mentioned guarantees.

Please send the requested information directly to our auditors at the following address:

[Auditing Firm Name]

[Auditor Address]

[Auditor Email Address]

Authorized Signature(s):

[Name and Title of Authorized Signatory]

[Name and Title of Authorized Signatory]