

[Date]

[Bank Name]

[Letter of Credit Department]

[Bank Address]

[City, State, Zip Code]

Subject: Audit Confirmation of Outstanding Commercial Letters of Credit

Dear Sir/Madam,

In connection with an audit of our financial statements, please provide directly to our auditors, [Auditor Name], the following information regarding all outstanding commercial letters of credit issued for our account as of the close of business on [Audit Date]:

- Letter of Credit Number
- Date of Issuance and Expiration Date
- Beneficiary Name
- Currency and Original Face Amount
- Current Outstanding Balance
- Brief Description of Goods/Services Covered
- Details of Collateral or Security Interest held by the Bank
- Amount of any Unused or Canceled Credits

Please mail the completed confirmation directly to:

[Auditor Name]

[Auditor Address]

[City, State, Zip Code]

[Auditor Email - optional]

Your prompt attention to this request is appreciated. Please advise if there are any fees associated with this request to be charged to our account [Account Number].

Sincerely,

[Authorized Signature]

[Typed Name and Title]

[Company Name]