

[Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

**Subject: Audit Confirmation Request - Standby Letters of Credit and Contingent Liabilities**

Dear Sir/Madam,

In connection with the audit of our financial statements, please provide directly to our auditors, [Auditor Name], at [Auditor Address/Email], the following information regarding Standby Letters of Credit (SBLC) and contingent liabilities for our account as of the close of business on [Audit Cut-off Date].

For each Standby Letter of Credit, please include:

- SBLC Reference Number
- Beneficiary Name
- Date of Issue and Expiry Date
- Original Amount and Currency
- Current Outstanding Balance
- Purpose of the Instrument
- Nature and Description of Collateral or Security held by the bank
- Any defaults or notices of non-performance received to date

Additionally, please provide details of any other contingent liabilities, guarantees, or endorsements not listed above for which we are obligated to your institution.

If there are no such outstanding items, please state "None" in your response.

Please find our authorization below for the release of this information. Your prompt attention to this request is appreciated to facilitate our audit timeline.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Position]

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**Instructions for Auditor Response:**

Please send the completed confirmation via email to [Auditor Email Address] or by post to [Auditor Mailing Address].