

[Date]

[Surety Company Name]
[Contact Person/Department]
[Address]
[City, State, Zip Code]

RE: AUDIT CONFIRMATION REQUEST

Dear [Name of Contact],

In connection with an audit of our financial statements, please provide our auditors, [Name of Audit Firm], with the following information regarding all surety bonds and indemnity agreements in effect as of [Audit Cut-off Date]:

- Bond number and description of the underlying obligation.
- Original bond amount and the current penal sum.
- Effective date and expiration/renewal date of each bond.
- Total amount of premiums paid during the period from [Start Date] to [End Date].
- A list of any open or pending claims filed against any bonds.
- Details of any collateral or security held by the surety company.
- A list of all active General Agreements of Indemnity executed by our company.
- Confirmation of any unpaid premiums or outstanding fees as of [Audit Cut-off Date].

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

[Auditor Name]
[Audit Firm Name]
[Auditor Address]
[Auditor Email Address]

Your prompt response to this request is appreciated. Thank you for your cooperation.

Sincerely,

[Signature]

[Name of Authorized Officer]
[Title]
[Company Name]