

[Company Letterhead]

[Date]

[Bank/Administrative Agent Name]

[Department Name]

[Address]

[City, State, Zip Code]

**Subject: Audit Confirmation Request - Syndicated Loan Facility**

Dear Sir/Madam,

In connection with the annual audit of our financial statements, please provide directly to our auditors, [Auditor Name], at [Auditor Address/Email], the following information regarding our syndicated loan facility as of the close of business on [Audit Cut-off Date].

Please provide details for the following facility:

- **Facility Reference/Agreement Date:** [Reference Number/Date]
- **Total Commitment Amount:** [Amount and Currency]
- **Outstanding Principal Balance:** [Amount]
- **Current Interest Rate:** [Rate and Spread]
- **Maturity Date:** [Date]

Additionally, please confirm the following contingency and commitment information:

1. Unused portions of the credit facility or available lines of credit.
2. The amount of any Letters of Credit issued and outstanding under this facility.
3. Any guarantees or collateral held by the agent bank on behalf of the syndicate.
4. Details of any accrued but unpaid interest or fees (agency fees, commitment fees, etc.).
5. Any known instances of default or non-compliance with financial covenants as of the date specified.

Please also provide a list of the participating banks in the syndicate and their respective participation percentages, if available.

A stamped, self-addressed envelope is enclosed for your convenience. Alternatively, you may send a scanned copy via email to [Auditor Email Address].

Sincerely,

[Authorized Signature]

[Name and Title]

[Company Name]