

Date: [Insert Date]

To:

[Bank Name]

[Trade Finance Department]

[Bank Address]

From:

[Company Name]

[Company Address]

[Account Number(s)]

Subject: Audit Confirmation Request - Trade Finance Contingent Liabilities

Dear Sir/Madam,

In connection with the audit of our financial statements for the period ended [Audit Cut-off Date], please provide our auditors, [Auditor Name and Address], with the following information regarding our trade finance transactions and contingent liabilities as of the close of business on that date.

Please provide details for the following items:

- **Letters of Credit:** List of all outstanding Import and Export Letters of Credit, including LC numbers, expiry dates, amounts, and any unpaid drawings.
- **Guarantees and Bonds:** Details of all outstanding Bank Guarantees, Performance Bonds, Bid Bonds, and Standby Letters of Credit issued on our behalf.
- **Bills for Collection:** Outstanding amounts relating to Import or Export Bills under collection.
- **Trust Receipts:** Outstanding balances for Trust Receipts or other trade-related financing.
- **Shipping Guarantees:** Any outstanding shipping guarantees or indemnities issued for the release of goods.
- **Security/Collateral:** Details of any cash margins, fixed deposits, or other assets held as security against these trade facilities.

If there are no outstanding liabilities or balances in these categories, please state "None."

Please send the completed confirmation directly to our auditors at the following email/address: [Auditor Email/Physical Address].

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Company Name]