

[Company Letterhead]

[Date]

[Financial Institution Name]
[Contact Person/Department]
[Address]
[City, State, Zip Code]

Subject: Audit Confirmation - Unfunded Loan Commitments

Dear [Contact Person Name],

In connection with an audit of our financial statements, please provide directly to our auditors, [Audit Firm Name], the following information regarding our unused or unfunded loan commitments as of the close of business on [Audit Date].

Please confirm the details for the following facilities:

- **Facility Type:** [e.g., Revolving Line of Credit]
- **Total Commitment Amount:** [Amount]
- **Outstanding Balance (Funded):** [Amount]
- **Unused/Unfunded Commitment:** [Amount]
- **Expiration/Maturity Date:** [Date]
- **Interest Rate Terms:** [Rate]
- **Commitment Fees:** [Details of fees for unused portions]
- **Collateral:** [Description of assets securing the commitment]

Additionally, please state if there are any conditions or defaults that would currently restrict our ability to draw upon these unfunded amounts.

Please mail the completed confirmation directly to:

[Audit Firm Name]
[Auditor Address]
[City, State, Zip Code]
Attn: [Specific Auditor Name/Engagement Team]

A self-addressed envelope is enclosed for your convenience. If you prefer to send this electronically, please use the following secure email: [Auditor Email Address].

Sincerely,

[Authorized Signature]
[Name]

[Title]

[Company Name]