

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Lending Institution Name]
[Bank Address]
[City, State, Zip Code]

Re: Audit Confirmation Request
Account Name: [Your Business Name]
Account Number: [Your Line of Credit Account Number]

To whom it may concern,

In connection with an audit of our financial statements, please provide our auditors, [Auditing Firm Name], with the following information regarding our secured business line of credit as of the close of business on [Audit Date]:

- The outstanding principal balance.
- The current interest rate and the date to which interest has been paid.
- The total credit limit and the remaining available credit.
- A detailed description of the collateral securing this line of credit (e.g., UCC filings, accounts receivable, inventory, or specific property).
- The maturity date of the line of credit.
- Any existing defaults, violations of restrictive covenants, or unpaid fees.

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

[Auditing Firm Name]
[Auditor Address]
[Auditor City, State, Zip Code]
Attention: [Auditor Contact Name]

A self-addressed, stamped envelope is enclosed for your convenience. Your prompt response is appreciated to facilitate the completion of our audit.

Sincerely,

[Authorized Signature]
[Print Name]
[Title]