

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

Date: [Current Date]

Subject: Audit Confirmation Request - Standby Letter of Credit

Dear [Bank Contact Person or Department],

In connection with an audit of our financial statements, please provide directly to our auditors, [Auditor Name], the details of all Standby Letters of Credit (SBLC) issued by your institution for our account that were outstanding as of [Audit Cut-off Date].

For each Standby Letter of Credit, please confirm the following information:

- SBLC Reference Number
- Beneficiary Name
- Original Face Amount and Currency
- Current Outstanding Balance
- Issuance Date
- Expiry Date
- Purpose of the Credit
- Collateral or Security held by the bank
- Any unpaid fees or commissions related to these instruments

If there are no Standby Letters of Credit outstanding for our account as of the date mentioned above, please state so.

Please send the completed confirmation directly to:

[Auditor Name]
[Auditor Address]
[Auditor Email Address]

Sincerely,

[Authorized Signature]
[Printed Name]
[Company Name]