

[Company Letterhead]

[Date]

[Administrative Agent Bank Name]
[Department Name/Audit Confirmations]
[Address]
[City, State, Zip Code]

Subject: Audit Confirmation Request - Syndicated Line of Credit

Dear Sir/Madam,

In connection with the audit of our financial statements, please provide directly to our auditors, [Auditor Name], at [Auditor Address/Email], the following information regarding our Syndicated Line of Credit Facility (Agreement Date: [Date], Reference No: [Reference Number]) as of the close of business on [Audit Date].

Please confirm the following details for the facility:

- **Total Facility Limit:** The total aggregate commitment amount of the syndicate.
- **Outstanding Principal Balance:** The total amount drawn and outstanding on the audit date.
- **Unused Commitment:** The remaining available balance of the line of credit.
- **Interest Rate:** The current interest rate(s) in effect, including the base rate and margin/spread.
- **Maturity Date:** The scheduled expiration date of the facility.
- **Letters of Credit:** The total face amount of any outstanding letters of credit issued under this facility.
- **Collateral:** A brief description of any assets pledged as security.
- **Covenants:** Any known instances of non-compliance or defaults as of the audit date.
- **Participating Lenders:** A list of participating banks and their respective commitment percentages (if available).

Please also provide details of any other direct or contingent liabilities, derivative contracts (swaps/hedges), or compensating balance arrangements associated with this syndicated facility.

A self-addressed envelope is enclosed for your convenience. Alternatively, you may email the confirmation to [Auditor Email Address].

Sincerely,

[Authorized Signature]
[Name and Title]
[Borrower Company Name]