

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Audit Confirmation - Advance Payment Guarantee

Dear Sir/Madam,

In connection with the audit of our financial statements, please confirm directly to our auditors, [Auditor Name], the details of the Advance Payment Guarantee(s) issued by your bank on our behalf as of [Audit Cut-off Date].

Please provide the following information regarding the guarantee(s) listed below:

- Guarantee Reference Number: [Reference Number]
- Beneficiary Name: [Beneficiary Name]
- Original Amount and Currency: [Amount/Currency]
- Current Outstanding Balance: [Balance]
- Issue Date: [Date]
- Expiry Date: [Date]
- Purpose of Guarantee: [Project/Contract Name]

Furthermore, please confirm if there are any outstanding claims against this guarantee or any liens/encumbrances related to the collateral held for this facility.

Please send your response directly to:

[Auditor Name]

[Auditor Address]

[Auditor Email]

Your prompt attention to this request is appreciated.

Sincerely,

[Authorized Signature]

[Name and Title]

[Company Name]