

[Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

**Subject: Audit Confirmation Request - Bid Bond Guarantee**

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 details of the Bid Bond Guarantee(s) held by your institution in our name as of [Audit Cut-off Date].

Please confirm the following details for each outstanding Bid Bond:

- Guarantee Number
- Beneficiary Name
- Tender/Project Reference
- Guarantee Amount and Currency
- Issue Date
- Expiry Date
- Collateral or Security held against the bond

If there are no outstanding Bid Bonds as of the aforementioned date, please state so accordingly.

An early response would be appreciated. Please find our authorization for the release of this information below.

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Company Name]