

[Date]

To: [Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

Subject: Confirmation of Outstanding Bank Guarantees

Dear Sir/Madam,

For the purpose of our annual audit, please provide our auditors, [Auditor Name/Firm], with the details of all outstanding Bank Guarantees, Letters of Credit, and Performance Bonds issued by your bank on our behalf as of [Audit Cut-off Date].

Please include the following information for each instrument:

- Guarantee Reference Number
- Beneficiary Name
- Amount and Currency
- Issue Date
- Expiry Date
- Nature/Purpose of the Guarantee
- Details of any collateral or cash margins held against these guarantees

If there are no outstanding guarantees as of the mentioned date, please confirm this accordingly.

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

[Auditor Name/Firm]
[Auditor Address]
[Auditor Email Address]

Yours faithfully,

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