

[Your Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Audit Confirmation of Retention Money Guarantee

Dear Sir/Madam,

For the purpose of our annual audit, please provide our auditors, **[Auditor Name]**, located at **[Auditor Address]**, with the details of the Retention Money Guarantee(s) issued by your bank in favor of **[Beneficiary Name]** on our behalf as of **[Audit Date]**.

Please confirm the following information for each guarantee:

- Guarantee Reference Number
- Date of Issue
- Expiry Date
- Original Amount and Currency
- Current Outstanding Balance
- Project/Contract Reference
- Details of any cash margins or collateral held against the guarantee

If there are no such guarantees outstanding at the aforementioned date, please advise accordingly.

Please send the requested information directly to our auditors at the following email address: **[Auditor Email]**.

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Company Name]