

Date: [Insert Date]

To:

[Bank Name]

[Trade Finance Department]

[Bank Address]

Subject: Audit Confirmation - Outstanding Shipping Guarantees

Dear Sir/Madam,

For the purpose of our annual audit, please confirm directly to our auditors, **[Auditor Name]** at **[Auditor Address]**, the details of all outstanding Shipping Guarantees/Indemnities issued by your bank on our behalf as of **[Audit Cut-off Date]**.

For each outstanding instrument, please provide the following information:

- Shipping Guarantee Number
- Date of Issue
- Amount and Currency
- Beneficiary (Shipping Line/Agent)
- Vessel Name and Bill of Lading Number
- Expiry Date (if applicable)
- Collateral or Security held against the guarantee

If there are no outstanding shipping guarantees as of the aforementioned date, please state "None."

Please also confirm any commissions, fees, or interest accrued but unpaid relating to these instruments as of the audit date.

A self-addressed envelope is enclosed for your convenience. Thank you for your prompt assistance with this request.

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Company Name]