

[Date]

[Bank Name]

[Trade Finance / Audit Department]

[Bank Address]

[City, State, Zip Code]

**RE: AUDIT CONFIRMATION - STANDBY LETTER OF CREDIT (SBLC)**

Dear Sir/Madam,

In connection with the audit of our financial statements, please provide directly to our auditors, [Auditor Name], at [Auditor Email/Address], the details regarding the following Standby Letter of Credit issued by your institution on our behalf as of [Audit Cut-off Date]:

**SBLC Instrument Details:**

SBLC Reference Number: [Reference Number]

Beneficiary: [Beneficiary Name]

Original Amount: [Currency and Amount]

Current Outstanding Balance: [Currency and Amount]

Issue Date: [Date]

Expiry Date: [Date]

Purpose of Guarantee: [Description]

**Please also confirm the following:**

- Whether there are any existing defaults or notices of drawing against this SBLC.
- Details of any collateral or margins held by the bank to secure this instrument.
- Details of any amendments or extensions made to the instrument during the period.
- Any other contingent liabilities or fees outstanding related to this SBLC.

If no such instrument exists under our name for the specified reference number, please notify our auditors accordingly.

A scanned copy of this confirmation sent via email to [Auditor Email] is acceptable. Please also mail the original to:

[Auditor Name]

[Auditor Firm Name]

[Auditor Address]

Thank you for your prompt attention to this request.

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Title/Position]

[Company Name]