Date: [Insert Date]

To: [Bank Name/Counterparty Name]
Address: [Bank Address]
Attention: Treasury/Operations Department

Subject: AUDIT CONFIRMATION - OUTSTANDING SPOT FOREIGN EXCHANGE CONTRACTS

Dear Sir/Madam,

For the purpose of our annual audit, please confirm directly to our auditors, **[Auditor Name]**, at **[Auditor Address/Email]**, the details of all outstanding Spot Foreign Exchange contracts as of the close of business on **[Audit Cut-off Date]**.

Please provide the following information for each outstanding contract:

- Contract/Reference Number
- Trade Date
- Value/Settlement Date
- Currency and Amount Purchased
- Currency and Amount Sold
- Contracted Exchange Rate
- Counterparty Name

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

Please also confirm any collateral, guarantees, or margin requirements associated with these transactions.

A reply at your earliest convenience would be greatly appreciated.

Yours faithfully,

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

FOR BANK USE ONLY:

The above information is correct as of [Date]. Exceptions (if any): ____________________

Signature: ____________________ Date: ____________________