

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Bank or Institution Name]
[Department Name]
[Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Audit Confirmation of Safe Custody Items

In connection with the audit of our financial statements, please provide directly to our auditors, [Auditor Name], at [Auditor Address/Email], the details of all items held by you in safe custody for our account as of the close of business on [Audit Cut-off Date].

Please include the following information in your response:

- Description of the items (e.g., share certificates, title deeds, bonds, or other securities).
- Certificate or document numbers.
- Face value or quantity of items held.
- Names in which the items are registered.
- Any liens, charges, or encumbrances associated with these items.

If there are no items held in safe custody for our account, please advise our auditors accordingly.

We have enclosed a self-addressed envelope for your convenience. Alternatively, you may email the confirmation to [Auditor Email Address].

Yours faithfully,

[Authorized Signature]
[Name and Title]