

[Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Audit Confirmation of Corporate Overdraft Facility

Dear [Bank Contact Person or Department],

In connection with the audit of our financial statements, please provide directly to our auditors, [Auditor Name], the following information regarding our corporate overdraft facility as of the close of business on [Audit Date].

Please provide details on the following:

- **Account Number:** [Insert Account Number]
- **Facility Limit:** The maximum authorized overdraft limit.
- **Outstanding Balance:** The actual balance as of [Audit Date].
- **Interest Rate:** The current applicable interest rate and any margin above the base rate.
- **Security/Collateral:** Details of any assets pledged as security for this facility.
- **Expiry Date:** The date the facility is due for renewal or review.
- **Covenants:** Any specific financial or restrictive covenants associated with the facility.

Please mail the completed confirmation directly to:

[Auditor Name]

[Auditor Address]

[Auditor Email]

A self-addressed envelope is enclosed for your convenience. Your prompt attention to this request is appreciated.

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Title/Position]

[Company Name]