

[Bank Letterhead/Logo]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Audit Confirmation of Non-Performing Overdraft Facility

Dear [Customer Name],

In connection with the annual audit of our financial statements, our external auditors, [Auditor Name], are conducting a routine verification of our accounts. According to our records, the following overdraft facility held in your name is currently classified as non-performing:

- **Account Number:** [Account Number]
- **Facility Type:** Overdraft
- **Outstanding Principal Balance:** [Currency] [Amount]
- **Accrued Interest/Penalties:** [Currency] [Amount]
- **Total Amount Due:** [Currency] [Amount]
- **Date of Last Payment:** [Date]
- **Security/Collateral Held:** [Description of Collateral]

Please compare the above information with your records. If the details are correct, please sign in the space provided below. If you disagree with any part of this statement, please provide details of the difference directly to our auditors.

This request is for audit purposes only and is not a formal demand for payment, although the status of the account remains subject to existing recovery procedures.

Please return this signed confirmation directly to [Auditor Name] at [Auditor Email/Address] by [Due Date].

Sincerely,

[Authorized Signatory Name]

[Title]

[Bank Name]

Customer Confirmation:

I/We confirm that the information stated above is:

Correct and in agreement with my/our records.

Incorrect (Please attach details of discrepancies).

Signature: _____

Name: [Print Name]

Date: _____