

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Sir/Madam,

**RE: AUDIT CONFIRMATION - [Company Name]**

For the purpose of our annual audit, please confirm directly to our auditors, [Auditor Name], the details of our overdraft facilities as of the close of business on [Audit Date].

Please provide the following information regarding our accounts:

- The maximum limit of the overdraft facility.
- The outstanding balance as of [Audit Date].
- The interest rate currently being charged.
- Details of any security or collateral held against the facility.
- The expiry or renewal date of the facility.
- Any restrictive covenants associated with the facility.

Please send the requested information to:

[Auditor Name]

[Auditor Address]

[Auditor Email Address]

Yours faithfully,

[Authorized Signature]

[Name and Title]