

[Your Company Letterhead]

[Date]

[Lessor Name]

[Lessor Address]

[City, State, Zip Code]

**Subject: Audit Confirmation of Capital Lease Balance**

To Whom It May Concern,

In connection with an audit of our financial statements, please confirm directly to our auditors, [Auditor Name], the following information regarding our capital lease agreement(s) as of [Audit Date].

**Lease Reference Number:** [Contract Number]

**Asset Description:** [Description of Equipment/Property]

Please provide the following details as of the date mentioned above:

- Outstanding principal balance: \$ \_\_\_\_\_
- Current interest rate: \_\_\_\_\_ %
- Date of the last payment made: \_\_\_\_\_
- Amount of remaining monthly/quarterly payments: \$ \_\_\_\_\_
- Maturity date of the lease: \_\_\_\_\_
- Total amount of any unpaid interest or fees: \$ \_\_\_\_\_

Please mail the completed form or a statement containing this information directly to:

[Auditor Name]

[Auditor Address]

[City, State, Zip Code]

[Auditor Email]

A self-addressed envelope is enclosed for your convenience.

Sincerely,

[Authorized Signature]

[Name and Title]

[Company Name]

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**Lessor Confirmation:**

The above information is correct as of [Audit Date] with the following exceptions (if any):

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_