

Date: [Current Date]

To: [Tenant Name]
[Tenant Address]
[City, State, Zip Code]

Re: Audit Confirmation for Lease Agreement

Dear [Tenant Contact Person],

In connection with an audit of our financial statements, please confirm the accuracy of the following information regarding your lease for the property located at [Property Address].

Lease Commencement Date:	[Date]
Lease Expiration Date:	[Date]
Current Monthly Base Rent:	[\$Amount]
Security Deposit Amount:	[\$Amount]
Prepaid Rent:	[\$Amount]
Unpaid Balance (Arrears):	[\$Amount]

Please indicate below if the information above is correct or note any differences. Once completed, please sign and return this form directly to our auditors:

[Auditor Name/Firm]
[Auditor Address]
[Auditor Email]

Confirmation:

- () The information listed above is correct.
- () The information listed above is incorrect for the following reasons:

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____