

[Your Company Letterhead]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Audit Confirmation - Lease Agreement #[Lease Number]

Dear [Contact Person Name],

In connection with an audit of our financial statements, please confirm directly to our auditors, [Auditor Name], the accuracy of the following information regarding your direct financing lease as of [Audit Cut-off Date]:

- **Lease Commencement Date:** [Date]
- **Original Lease Receivable:** \$[Amount]
- **Current Outstanding Balance:** \$[Amount]
- **Periodic Payment Amount:** \$[Amount]
- **Payment Frequency:** [Monthly/Quarterly/Annual]
- **Interest Rate (Implicit):** [Percentage]%
- **Lease Term Remaining:** [Number of Months/Years]
- **Residual Value:** \$[Amount]

Please compare the above information with your records. If the information is correct, please sign in the space provided below and return this letter directly to our auditors at [Auditor Email/Address]. If the information is incorrect, please provide details of any differences.

This request is for audit purposes only and is not a request for payment.

Sincerely,

[Your Name/Signature]
[Your Title]

CONFIRMATION:

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

Signed: _____

Title: _____

Date: _____