

[Your Company Letterhead]

[Date]

[Lessee Name]

[Lessee Address]

[City, State, Zip Code]

Subject: Audit Confirmation - Equipment Lease Agreement

Dear [Contact Person Name],

Our auditors, [Auditor Name], are currently performing an audit of our financial statements. Please confirm the accuracy of the following information regarding your equipment lease agreement(s) as of [Audit Cut-off Date]:

Agreement Details:

- **Lease Number:** [Lease Number]
- **Equipment Description:** [Description]
- **Commencement Date:** [Date]
- **Original Equipment Cost:** [Amount]
- **Monthly Payment Amount:** [Amount]
- **Remaining Number of Payments:** [Number]
- **Outstanding Principal Balance:** [Amount]
- **Security Deposit Held:** [Amount]
- **Residual Value/Purchase Option:** [Amount]

Please compare the information above with your records. If the information is correct, please sign in the space provided below. If there are any discrepancies, please provide details regarding the differences.

Please return this confirmation directly to our auditors in the enclosed envelope or via email to [Auditor Email Address].

Sincerely,

[Your Name]

[Your Title]

Confirmation:

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

[Space for comments]

Signature: _____

Name: _____

Title: _____

Date: _____