

[Date]

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

Subject: Audit Confirmation Request

Dear Customer,

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

Lease Details:

- Lease Agreement Number: [Agreement Number]
- Original Lease Amount: [Currency/Amount]
- Current Outstanding Balance: [Currency/Amount]
- Current Monthly/Quarterly Payment: [Currency/Amount]
- Lease Expiry Date: [Date]
- Status of Payments: [Current/Past Due]

Please compare the above information with your records. If the information is correct, please sign in the space provided below. If the information is incorrect, please provide details of any differences.

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

Sincerely,

[Your Company Name]
[Your Name/Title]

Confirmation:

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

Signed: _____ Date: _____

Title: _____ Company: _____