

Date: [Insert Date]

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

Subject: Audit Confirmation of Lease Finance Arrears and Penalties

Dear [Customer Name],

In connection with the annual audit of our financial statements, our auditors, [Auditor Name], are conducting a routine verification of our lease accounts. Please confirm the accuracy of the following information regarding your lease agreement as of [Audit Cut-off Date].

Account Details:

- **Lease Agreement Number:** [Insert Number]
- **Total Outstanding Principal:** [Insert Amount]
- **Total Arrears (Overdue Payments):** [Insert Amount]
- **Accrued Penalties/Late Fees:** [Insert Amount]
- **Last Payment Date:** [Insert Date]

Confirmation Instructions:

If the information above is correct, please sign in the space provided below and return this letter directly to our auditors in the enclosed envelope or via email at [Auditor Email Address].

If the information above is NOT correct, please provide details of any differences or disputes regarding the arrears and penalties listed.

This request is for audit purposes only and is not a demand for immediate payment, though your account status remains subject to the terms of your lease agreement.

Sincerely,

[Name of Sender]
[Title]
[Company Name]

Customer Confirmation:

I hereby confirm that the details listed above are (check one):

Correct and in agreement with my records.

[] Incorrect (Please provide details below or on a separate sheet).

Signature: _____

Date: _____

Print Name: _____