

[Date]

[Lessor Name]

[Lessor Address]

[City, State, Zip Code]

**RE: AUDIT CONFIRMATION - Master Lease Agreement #[Number]**

To Whom It May Concern,

In connection with an audit of our financial statements, please confirm directly to our auditors the following information regarding the Master Lease Agreement dated [Date] between [Lessor Name] and [Lessee Name]:

- **Current Balance:** Total outstanding balance as of [Audit Date].
- **Payment Terms:** Monthly/Quarterly payment amount and remaining number of installments.
- **Interest Rate:** The effective interest rate applied to the lease.
- **Equipment/Property:** Brief description of the assets currently covered under the lease.
- **Arrears:** Any past due amounts or penalties as of the audit date.
- **Security Deposits:** Total amount of security deposits or prepaid rent held by you.

Please send your response directly to our auditors at the following address:

[Auditing Firm Name]

[Auditor Address]

[Auditor Email/Contact]

A self-addressed envelope is enclosed for your convenience.

Sincerely,

[Authorized Signature]

[Name and Title]

[Lessee Company Name]