

[Date]

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

Subject: Audit Confirmation of Lease Agreement - [Lease Reference Number]

Dear [Customer Name],

In connection with the annual audit of our financial statements, our external auditors, [Auditor Name], are conducting a routine verification of our lease finance records. Our records indicate that the following lease account is currently classified as non-performing.

Please confirm whether the information listed below agrees with your records as of [Audit Cut-off Date]:

- **Lease Agreement Number:** [Number]
- **Asset Description:** [Description]
- **Original Lease Amount:** [Currency/Amount]
- **Current Principal Balance Outstanding:** [Currency/Amount]
- **Total Overdue Amount (Arrears):** [Currency/Amount]
- **Date of Last Payment Received:** [Date]
- **Interest Rate:** [Percentage]%

If the above information is correct, please sign in the space provided below. If the information is incorrect, please provide details of any differences or disputes directly to our auditors.

Please return this confirmation directly to [Auditor Name] at [Auditor Email/Address] using the enclosed envelope.

Sincerely,

[Name of Authorized Signatory]
[Title]
[Financial Institution Name]

CUSTOMER CONFIRMATION:

() The information stated above is correct.

() The information stated above is incorrect for the following reasons:

Signature: _____

Name: _____

Title: _____

Date: _____