

[Your Company Letterhead]

[Date]

[Lessor/Finance Provider Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Contact Name or Audit Department],

In connection with the audit of our financial statements, please confirm directly to our auditors, [Auditor Name], the details of our sale and leaseback arrangement(s) as of [Audit Cut-off Date].

**1. Agreement Details:**

Agreement Number: [Contract Number]

Original Sale Date: [Date]

Asset Description: [Description of Assets]

**2. Transaction Values:**

Sale Price: [Currency/Amount]

Fair Market Value at Sale: [Currency/Amount]

**3. Lease Terms:**

Lease Term: [Number of Months/Years]

Periodic Rental Amount: [Currency/Amount]

Payment Frequency: [Monthly/Quarterly]

Interest Rate Implicit in Lease: [Percentage %]

**4. Outstanding Balances:**

Total Principal Balance Outstanding: [Currency/Amount]

Total Accrued Interest: [Currency/Amount]

**5. Additional Options:**

Purchase Option at End of Term: [Yes/No - Amount]

Residual Value Guarantees: [Details/Amount]

Please send your response directly to:

[Auditor Name]

[Auditor Address]

[Auditor Email]

Sincerely,

[Authorized Signature]  
[Name and Title]  
[Your Company Name]