

Date: [Insert Date]

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

Subject: Audit Confirmation Request - Lease Agreement No. [Insert Number]

Dear [Contact Name/Department],

For audit purposes, please provide the following information directly to our auditors, [Auditor Name], regarding the lease financing agreement(s) held by [Company Name] as of [Audit Cut-off Date].

Please confirm the accuracy of the following details:

- **Commencement Date:** [Date]
- **Original Lease Term:** [Months/Years]
- **Current Monthly/Quarterly Payment:** \$[Amount]
- **Outstanding Principal Balance:** \$[Amount]
- **Interest Rate / Incremental Borrowing Rate:** [Percentage]%
- **Residual Value Guarantee (if any):** \$[Amount]
- **Security Deposit Held:** \$[Amount]
- **Payment Status:** [Current/Arrears]

If there are any additional side agreements, amendments, or undisclosed terms, please provide details of those as well.

Please send your response directly to:

[Auditor Name]
[Auditor Address/Email]
Ref: [Audit Case Number]

Thank you for your prompt attention to this matter.

Sincerely,

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