

[Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

**Subject: Audit Confirmation of Bank Guarantee Liabilities**

Dear Sir/Madam,

In connection with the audit of our financial statements as of [Audit Cut-off Date], please provide directly to our auditors, [Auditor Name/Firm], at the address listed below, the details regarding all outstanding Bank Guarantees, Letters of Credit, and Performance Bonds issued by your institution on our behalf or for our account as of the close of business on the aforementioned date.

**[Auditor Address]**

Please include the following information for each instrument:

- Guarantee/Instrument Number
- Type of Guarantee (Performance, Financial, Bid Bond, etc.)
- Beneficiary Name
- Date of Issue and Expiry Date
- Currency and Original Amount
- Current Outstanding Balance/Liability
- Details of any collateral or security held against these guarantees
- Margin deposits held by the bank

If there are no such liabilities as of the date specified, please state "None" in your reply.

A stamped, self-addressed envelope is enclosed for your convenience. Alternatively, you may email a signed PDF copy to [Auditor Email Address].

Yours faithfully,

[Authorized Signature]

[Printed Name]

[Title/Position]

[Company Name]