

[Date]

[Bank Name]

[Trade Finance Department]

[Bank Address]

[City, State, Zip Code]

**Subject: Audit Confirmation - Documentary Collections**

Dear Sir/Madam,

In connection with the audit of our financial statements, please provide our auditors, [Auditor Name], with the following information regarding documentary collections handled by your bank for our account as of [Audit Date].

For each collection (Import and Export) outstanding on the aforementioned date, please specify:

- Collection Reference Number
- Drawer/Drawee Name
- Currency and Principal Amount
- Date of Transaction
- Maturity Date (if applicable)
- Current Status (e.g., Awaiting payment, Accepted, Documents delivered against trust receipt)
- Unpaid charges or commissions due to the bank

Please send the requested information directly to our auditors at the following address:

[Auditor Name]

[Auditor Address]

[Auditor Email/Contact]

Thank you for your prompt attention to this matter.

Sincerely,

[Authorized Signature]

[Name and Title]

[Company Name]

[Account Number]