

Date: [Insert Date]

To:

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Audit Confirmation for Export Bill Discounting Facility

In connection with the annual audit of our financial statements for the period ended [Audit Period End Date], please provide directly to our auditors, [Auditor Name and Address], the following information regarding our Export Bill Discounting facilities as of the close of business on [Closing Date].

1. Outstanding Discounted Bills:

Please provide a list of all outstanding export bills discounted by your bank, including:

- Bill Reference Number
- Date of Discounting
- Currency and Amount
- Due Date
- Name of the Drawee/Buyer

2. Interest and Charges:

Please confirm the total interest and commissions charged or accrued on the above facilities during the period from [Start Date] to [End Date].

3. Contingent Liabilities:

Please state the amount of any bills discounted which have been dishonored or remain unpaid beyond their due dates as of [Closing Date].

4. Collateral/Security:

Please provide details of any collateral or securities held against these discounting facilities.

Please send the requested information directly to our auditors at the following address: [Auditor Email/Physical Address].

A duplicate copy of this letter is attached for your records.

Yours faithfully,

For [Company Name]

[Authorized Signatory Name]
[Title/Designation]