

[Company Letterhead]

[Date]

[Bank Name]

[Trade Finance Department]

[Bank Address]

Dear Sir/Madam,

**Subject: Audit Confirmation of Import Financing Facilities**

For the purpose of our annual audit, please provide our auditors, [Auditor Name], with the following information regarding our import financing facilities as at the close of business on [Audit Date].

Please provide details for the following:

**1. Letters of Credit (L/C)**

List of all outstanding Import Letters of Credit, including L/C numbers, expiry dates, currencies, and outstanding amounts.

**2. Trust Receipts (T/R) / Import Loans**

List of all outstanding Trust Receipts or Import Loans, including loan reference numbers, original amounts, current outstanding balances, interest rates, and maturity dates.

**3. Shipping Guarantees / Indemnities**

Details of any outstanding shipping guarantees or letters of indemnity issued in favor of shipping lines.

**4. Bills Under Collection**

Details of any inward bills for collection (D/P or D/A) currently being processed.

**5. Security/Collateral**

Details of any specific security, pledges, or cash margins held against the above import facilities.

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

[Auditor Address]

[Auditor Email]

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Company Name]