

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

RE: Audit Confirmation of Outstanding Letters of Credit

Dear [Contact Person Name or Bank Department],

In connection with an audit of our financial statements, please provide our auditors, [Auditor Name and Address], with the following information regarding all outstanding Letters of Credit issued for our account as of the close of business on [Audit Cut-off Date].

For each Letter of Credit, please specify:

- Letter of Credit Number
- Beneficiary Name
- Expiry Date
- Original Amount and Currency
- Current Outstanding Balance
- Description of Collateral or Security held
- Any Unused or Canceled portions

If there are no outstanding Letters of Credit as of the date mentioned above, please state "None."

Please send the completed confirmation directly to our auditors at the following email or physical address: [Auditor Email/Address].

Thank you for your prompt attention to this request.

Sincerely,

[Authorized Signature]

[Name and Title]

[Company Name]