

Date: [Insert Date]

To,
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Confirmation of Pre-Shipment Packing Credit (EPC/PCFC) Balances as on [Insert Audit Date]

Dear Sir/Madam,

In connection with the statutory audit of our accounts, please confirm directly to our auditors, **[Auditor Name/Firm Name]**, located at **[Auditor Address]**, the details of our Pre-Shipment Packing Credit facilities as of the close of business on **[Insert Audit Date]**.

Please provide the following information regarding the outstanding accounts:

- Account Number(s)
- Sanctioned Limit
- Outstanding Balance (Principal and Accrued Interest)
- Date of Disbursement
- Due Date for Liquidation
- Rate of Interest Applicable
- Details of Export Orders/Letters of Credit held as Security
- Details of Primary and Collateral Security

A stamped, self-addressed envelope is enclosed for your convenience. Please also provide details of any overdue or irregular accounts, if applicable.

Thank you for your prompt cooperation.

Yours faithfully,

For [Company Name]

(Authorized Signatory)
[Name and Designation]
[Company Seal]