

[Date]

[Bank Name]

[Trade Finance Department]

[Bank Address]

[City, State, Zip Code]

Re: Audit Confirmation for [Company Name]

Dear Sir/Madam,

In connection with the audit of our financial statements, please provide directly to our auditors, [Auditor Name], the following information regarding our Trade Finance facilities as of the close of business on [Audit Date].

1. Letters of Credit (Import/Export)

Please list all outstanding Letters of Credit, including LC number, expiry date, currency, original amount, and the outstanding balance.

2. Guarantees and Standby Letters of Credit

Please list all outstanding Bank Guarantees, Performance Bonds, and Standby Letters of Credit, including reference number, type, beneficiary, expiry date, and amount.

3. Bills Under Collection / Discounting

Please provide details of any outstanding import/export bills under collection, discounted bills, or negotiations, including bill reference numbers and amounts.

4. Trust Receipts / Trade Loans

Please confirm the outstanding balances, interest rates, and maturity dates for all Trust Receipts (TR) or specific Trade Finance loans/advances.

5. Collateral and Pledges

Please specify any cash margins, fixed deposits, or goods held as collateral against the above facilities.

Please send the completed information to:

[Auditor Name]

[Auditor Address]

[Auditor Email Address]

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Company Name]