

[Company Letterhead]

[Date]

[Bank Name and Address]

[City, State, Zip Code]

Dear Sir/Madam,

RE: AUDIT CONFIRMATION - CONTINGENT LIABILITIES AND GUARANTEES

In connection with the audit of our financial statements for the period ended [Fiscal Year End Date], please provide directly to our auditors, [Auditor Name and Address], the following information regarding any contingent liabilities or guarantees existing at the close of business on that date:

1. **Guarantees:** Details of any guarantees, endorsements, or indemnities given by the Bank on our behalf in favor of third parties (including expiration dates and amounts).
2. **Letters of Credit:** Details of any outstanding letters of credit (both standby and commercial) issued and outstanding.
3. **Bills Discounted:** Details of any bills of exchange discounted with recourse.
4. **Lawsuits and Claims:** Information regarding any pending or threatened litigation, assessments, or claims of which you are aware involving our company.
5. **Other Contingencies:** Any other direct or contingent liabilities, including forward foreign exchange contracts or derivative financial instruments.

If there are no such liabilities or guarantees, please explicitly state "None."

Please mail the completed confirmation directly to our auditors at the address below:

[Auditor Name]

[Auditor Address]

[City, State, Zip Code]

[Auditor Email - Optional]

Thank you for your prompt attention to this request.

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Company Name]