

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

**Subject: Audit Confirmation Request**

Dear Sir/Madam,

In connection with the annual audit of our financial statements, please provide our auditors, [Auditor Name and Address], with the following information as of [Audit Cut-off Date]:

**1. Outstanding Loan Balances:**

The total outstanding principal, interest rates, and maturity dates for all term loans, mortgages, or other borrowings.

**2. Credit Facilities:**

The total limits, utilized amounts, and expiry dates of all lines of credit, overdraft facilities, and revolving credit agreements.

**3. Collateral and Guarantees:**

Details of any assets pledged as security, liens, or third-party guarantees associated with our accounts.

**4. Unused Facilities:**

The amount of any undrawn or available credit facilities as of the date mentioned above.

**5. Contingent Liabilities:**

Information regarding any outstanding letters of credit or performance bonds issued on our behalf.

Please send your response directly to our auditors at the following email/address: [Auditor Contact Details].

Thank you for your prompt attention to this request.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Position]

[Company Name]