

Date: [Insert Date]

To:

[Financial Institution Name]
[Department/Contact Person]
[Address]
[City, State, Zip Code]

From:

[Company Name]
[Address]
[City, State, Zip Code]

Subject: Audit Confirmation Request - Derivative Instruments and Forward Contracts

Dear [Contact Name],

In connection with the audit of our financial statements as of [Audit Cut-off Date], please provide our auditors, [Audit Firm Name], with the details regarding all derivative instruments and forward contracts held by our company with your institution at the close of business on the aforementioned date.

Please provide the following information for each outstanding contract:

- Contract type (e.g., Forward, Swap, Option, Future).
- Trade date and Value/Settlement date.
- Notional amounts and currencies involved.
- Contracted strike price or exchange rate.
- The unrealized gain or loss and the fair market value at the close of business on [Audit Cut-off Date].
- Details of any collateral or margin accounts associated with these instruments.
- A list of any contracts that were terminated or settled during the period from [Start Date] to [Audit Cut-off Date].

Please send the requested information directly to our auditors at the following address:

[Audit Firm Name]
Attn: [Lead Auditor Name]
[Auditor Address]
[Email Address for Electronic Submission]

Thank you for your prompt attention to this request.

Sincerely,

[Authorized Signature]
[Name and Title]
[Company Name]