

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

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

Subject: Audit Confirmation of Investment Securities Holdings

Dear [Contact Person Name],

In connection with an audit of our financial statements, please provide our auditors, [Auditor Name/Firm], with the following information regarding investment securities held in our accounts as of [Audit Cut-off Date].

Please provide a detailed list of all securities (stocks, bonds, mutual funds, etc.) held in the following account(s):

- Account Number: [Insert Account Number]
- Account Number: [Insert Account Number]

For each security held, please include:

- Full description of the security (including CUSIP or ISIN if applicable)
- Number of shares or principal amount
- Cost basis
- Market value as of the close of business on [Audit Cut-off Date]
- Any liens, pledges, or restrictions on these securities

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

[Auditor Name/Firm]
[Auditor Address]
[Auditor Email Address]

A return envelope is enclosed for your convenience. Your prompt attention to this request is appreciated.

Sincerely,

[Authorized Signature]
[Printed Name]
[Title/Position]