

[Your Company Letterhead]

[Date]

[Financial Institution or Holder Name]

[Address Line 1]

[Address Line 2]

**Subject: Audit Confirmation Request**

Dear [Contact Person Name],

In connection with an audit of our financial statements, please confirm directly to our auditors, [Auditor Firm Name], at [Auditor Email/Address], the details of the Promissory Note(s) and/or Commercial Paper(s) held by you as of [Audit Cut-off Date].

According to our records, the following instruments were outstanding on the date mentioned above:

- **Instrument Type:** [e.g., Promissory Note / Commercial Paper]
- **Reference/Account Number:** [Number]
- **Issuance Date:** [Date]
- **Maturity Date:** [Date]
- **Original Principal Amount:** [Amount]
- **Current Unpaid Balance:** [Amount]
- **Interest Rate:** [Rate]%
- **Accrued Interest Payable:** [Amount]
- **Collateral/Security:** [Description or "None"]

Please indicate below if these details are correct or provide any necessary corrections. Additionally, please disclose any defaults, guarantees, or restrictive covenants associated with these instruments.

Your prompt response is appreciated. A self-addressed envelope is enclosed for your convenience.

Sincerely,

[Authorized Signature]

[Name and Title]

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**CONFIRMATION RESPONSE**

The above information is: ( ) Correct ( ) Incorrect (see details below or attached)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_