

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

[Lender/Bank Name]
[Lender Address]
[City, State, Zip Code]

RE: Audit Verification of Debt and Interest Rate

Account Number: [Your Account Number]

To Whom It May Concern,

In connection with an audit of our financial statements, please provide directly to our auditors, [Auditor Name], the following information regarding the above-referenced account as of [Audit Date]:

- The outstanding principal balance of the debt.
- The current interest rate applied to the debt.
- The nature of the interest rate (Fixed or Variable).
- The date to which interest has been paid.
- The maturity date of the debt.
- Any collateral securing the debt.

Please mail the requested information to:

[Auditing Firm Name]
[Auditor Address]
[City, State, Zip Code]
Attn: [Auditor Name/Department]

A self-addressed, stamped envelope is enclosed for your convenience. Thank you for your prompt attention to this request.

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]