***Letterhead of the Company***

**Audit Confirmation Letter**

Reference No. .......[to be specified by the auditor]......

Date: .......................................................

To .......... [Name of the Certificate Issuer] ..... (hereinafter referred to as the “**Bank**”)

For the purpose of auditing:

|  |  |
| --- | --- |
| 1. Company (hereinafter referred as the “**Company**”)
 | [Full name of the Company] |
| 1. Company Registration No.
 |  |

The Company kindly requests that the Bank provide information as of ........................................................... for all accounts and financial transactions that the Company has with the Bank, regardless of the branch. If there are any transactions that the Company does not have with the Bank, please clearly indicate “None.” Please provide this information to the auditor in accordance with the attached details by specifying the type and status of the accounts to be certified:

 Deposit account that remained active during the period / yearDeposit account closed during the period / year

**Details of the auditor:**

|  |  |
| --- | --- |
| 1. Name – Surname
 |  |
| 1. Auditing company/firm or independent auditor
 | Company/firm: [Full name of the company/firm] Independent auditor  |
| 1. Address
 |  |
| 1. Telephone no.
 |  |
| 1. Email
 |  |
| 1. Delivery channel
 | Please specify only one: Postal mail Email(Email responses depend on each bank, and once sent via email, they will not be sent by postal mail.) |

The fees/service charges for providing this information shall be debited from the Company’s account number.................................., account name ....................................................... In the event that this account has no funds or insufficient funds, the Company agrees that the consent provided in this letter shall apply to any other deposit accounts the Company holds with the Bank for the aforementioned transaction. However, if the account used for debiting such fees/service charges is a current account with an overdraft facility, the Company gives consents to the Bank to debit funds from the overdraft facility for the settlement of fees, including service charges, penalties, and other expenses (if any). These debits shall be treated as an overdraft debt, and the Company agrees to be fully responsible for repayment in accordance with the terms and conditions outlined in the overdraft agreement entered into with the Bank in all respects.

 Yours sincerely,

 ................................................................................................

Company seal (if any)

 (Name – Surname ..............................................................................)

 (Authorized Director per the Company Certificate issued by the Ministry of Commerce or

 authorized drawer of the account specified above)