

Formal Loan Balance Confirmation Request

Subject: Loan Balance Confirmation for Audit Purposes

Dear Loan Officer,

As part of our audit of [Company Name], we require formal confirmation of all loan arrangements between your institution and our client as of [Date].

Please provide detailed confirmation of:

- Original loan amount and current outstanding balance
- Interest rate and payment terms
- Collateral or security arrangements
- Any covenant violations or modifications
- Accrued interest payable
- Future payment schedule

This information is crucial for accurate financial statement presentation and compliance with auditing standards.

Please send your confirmation directly to our office using the enclosed form and return envelope.

We appreciate your professional assistance.

Sincerely,

[Auditor Name]

Principal Auditor

[CPA Firm Name]

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