

# Third-Party Loan Confirmation Request

Date:

To:

From:

Subject:

Third-Party Loan Confirmation Request

Dear Sir/Madam,

We are conducting our annual audit and would appreciate your confirmation of the following loan balance(s) with your institution as of :

Loan Reference/Account No.	Borrower Name	Outstanding Balance	Interest Rate	Maturity Date	Other Details
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Please confirm the balance and details listed above, or note any discrepancies. Kindly return the confirmed information directly to us at your earliest convenience.

Thank you for your cooperation.

Authorized Signatory:

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Date:

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