Name of Leasing company / bank Date:

Address

Dear Sir(s),

**Name of** **${client}**

**REQUEST FOR INFORMATION FOR AUDIT PURPOSES FOR THE YEAR ENDING**

**(${end})**

In accordance with your above-named customer’s authorization given below, please provide to us **directly** as auditors of your customer, the information relating to its affairs as at the close of business on **${end}**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Lease No. | Description of leased asset(s) | Lease start Dare | Lease Expiry Date | Cost of leased assets | Security deposit | Rental amount & frequency | Amount in arrears (including contingent  payment due) |

It is understood that any replies given are in strict confidence for the purposes of the audit.

Yours faithfully,

AUTHORIZED SIGNATORY

(Client’s Signature)