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}.**

1. Details of all accounts whether in rupees or in any other currency as at

stating full title, account numbers and balance therein including NIL balances.

1. Details of loans and credit facilities, specifying agreed limits and in case of term loans, dated for repayment and renewals.
2. Amounts of interest, commitment fees, service charges etc., charged during the period.
3. Details of amounts accrued but not charged or credited at the above date: e.g. interest, commitment fees, service charged etc.
4. Details of any security formally charged to you, including the date and type of charge (e.g. pledge, hypothecation etc.). If a security is limited to any borrowing or if there is a prior, equal or subordinate charge, please indicate.
5. Details of customer's assets held as security (other than those mentioned in your response to 5 above) or for other purposes.
6. Details of any guarantees, bonds or indemnities given to or by you, stating where there is a recourse to your customer and/or to its holding, parent or any other company within the group.
7. Any other information that you consider appropriate for the purpose of the audit.

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

Yours faithfully,

AUTHORIZED SIGNATORY

(Client’s Signature)