

(Date of Letter)

(Name of Bank)
Attn: Independent Auditing Department

(Street Address)

(City, State and Zip Code)

RE: Request for Audit

Dear Independent Auditor:

The verification that your firm provided relative to an independent audit on account number _____ for a loan in the amount of \$ _____ for the purpose designated as _____

(description of purpose for loan), has been received and reviewed. The amount shown on and contained within your audit documents is disputed for the following reason(s):

(description of reason(s) why audit is disputed). Please provide the undersigned with immediate copies of documents which indicate the amount shown in your audit is due and owing to the _____ (name of financial institution). Since this is an account which relates to the undersigned, the undersigned respectfully requests that copies of all documents which your office used be immediately provided to the undersigned for review. This is for the purpose of verifying the information and determining whether or not an error has been made by the undersigned. For any reason you are unable to provide this information, please advise immediately. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

LAWCHEK, LTD. LETTER PRO Samples, Copyright 2000
This is not a substitute for legal advice. An attorney must be consulted.