

Time-Sensitive Bank Confirmation Request

Subject: URGENT - Bank Confirmation Required by [Date]

Dear Bank Officer,

Due to tight audit deadlines, we urgently require bank confirmation for our client [Company Name]. The audit must be completed by [Deadline Date], making your immediate response critical.

Please prioritize confirmation of:

- All account balances as of [Date]
- Outstanding loan balances and terms
- Any restrictions on accounts
- Letters of credit or guarantees issued

We have enclosed a self-addressed stamped envelope for your convenience. Please fax or email your response immediately to expedite the process.

Time is of the essence, and we greatly appreciate your urgent attention to this matter.

Best regards,

[Auditor Name]

Senior Auditor

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