[Auditee letterhead]

[Date]

[Addressee – Mortgage Holder]

Attention: [Person or Department]

In connection with the audit of our financial statements, please confirm directly to our auditors, the Audit Office of New South Wales, the following information regarding our mortgage indebtedness to you as at [*selected date*]:

|  |  |
| --- | --- |
| Borrower name  |  |
| Nature of mortgage  |  |
| Description and location of mortgaged property  |  |
| Unpaid balance |  |
| Terms for payment of principal |  |
| Maturity date |  |
| Interest rate |  |
| Date to which interest paid |  |
| Nature of defaults, if any |  |
| Nature of any changes in or release from the terms of the original mortgage agreement |  |

Please mail the original of this completed form directly to our auditors. An addressed reply-paid envelope is enclosed for your reply.

[OR]

Please email this completed form directly to our auditor [*type email address here*].

Your prompt attention to this request will be appreciated.

Yours sincerely

[Name – Typed]

[Title]

The Audit Office of New South Wales

GPO Box 12

SYDNEY NSW 2001

Attention: [*Audit Leader*]

The information attached is complete and accurate as at [*insert date*].

|  |  |  |
| --- | --- | --- |
| Date:  |  |  |
|  |  | Company/Entity |
|  |  |  |
|  |  |  |
|  |  | Signature |
|  |  |  |
|  |  |  |
|  |  | Title |