***Disclaimer: the following bank confirmation letter has been obtained from GS016 Bank Confirmation Requests, Appendix 3 and is to be used as a guide only. Please refer to the standard to determine if it is appropriate for your use.***

***Guidance Statement GS 016 Bank Confirmation Requests GS 016 - Appendix 3***

**EXAMPLE LETTER: CUSTOMER REQUEST AND AUTHORITY TO DISCLOSE**

{{today\_long}}

[Addressee]

[Name of Bank]

[Address of Bank]

Dear..................

{{client\_name}} - Bank Confirmation Request and Authority to Disclose Information

I/We authorise you, [Name of Bank], including all branches and subsidiaries of the bank, to provide to our auditor {{firm\_name}} any information that the auditor may request from you regarding all and any of our accounts and dealings with you.

More specifically, it would be appreciated if you would complete and return, for audit purposes, the information requested in the attached form(s) by [insert date]

l Bank Confirmation - Audit Request (General)

l Bank Confirmation - Audit Request (Treasury and Other Operations)

Please mail the original of the completed form(s) direct to our auditor as named in the form(s) and the duplicate(s) to us in the stamped, addressed envelopes enclosed for this purpose.

Any charge for providing this information is to be debited to the following account: [insert account details]

Yours faithfully

[Authorising Officer’ Signature]

{{primary\_contact\_name}}

[Authorising Officer’s Title]