

## **RLSS Supplement #825 Confirmation Letters**

If your agency is subject to an annual audit, you are likely required to send letters to your borrowers confirming their loan balance as of the end of the fiscal year. Supplement #825 Confirmation Letters is designed as a tool to assist with this task.

This supplement produces letters for mailing to your borrowers, specifying the loan balance as of a cutoff date. Opportunity is given for the borrowers to indicate their agreement or disagreement with the loan balance. You can include all loans, select by loan fund, loan number, optional field or status.

Confirmation Letters setup allows you to enter the person's name and title that will be signing the letter as well as the auditor's name and address allowing the borrowers to return the form directly to your auditor.

Letters may be printed in two different formats. The basic format includes the borrower's name, address, account number, and the loan balance as of a specified cutoff date. A checkbox option is available to also include loan closing date, loan amount, maturity date, payment amount and frequency, and interest rate.