

# Credit Facility Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a credit facility from [Bank Name] in order to support [Briefly explain the purpose of the credit facility, such as business expansion, working capital, equipment purchase, etc.]. As a valued customer of [Bank Name], I believe that this credit facility will greatly benefit both my business and our continued partnership.

I have been a loyal customer of [Bank Name] for [mention the number of years] years and have consistently maintained a strong financial track record. I have attached my financial statements for the past [specify the period, e.g., three years] to provide a comprehensive overview of my business's financial performance. These documents highlight my business's growth, profitability, and ability to manage debt responsibly.

The requested credit facility amount is [specify the amount] and will be utilized in the following manner:

1. [Specify the purpose of the funds, e.g., to purchase new equipment, expand operations, launch a new product line, etc.].

2. [Provide additional details about the intended use of the credit facility, if applicable].

I am committed to ensuring that the credit facility will be used prudently and in a manner that aligns with my business goals and objectives. I am confident in my business's ability to generate sufficient cash flow to meet the repayment obligations associated with the credit facility.

Furthermore, I would appreciate the opportunity to discuss the terms and conditions of the credit facility, including interest rates, repayment schedule, and any collateral requirements. I am open to arranging a meeting at your earliest convenience to address any questions or concerns you may have regarding my credit facility request.

Thank you for considering my request. I am eager to continue our successful business relationship and believe that this credit facility will contribute significantly to the growth and success of my business. Please find attached the required documents and financial statements for your review.

Please feel free to contact me at [your phone number] or [your email address] to schedule a meeting or discuss any further details.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Enclosures: List any attached documents, such as financial statements, business plan, etc.]