

Professional formal request for credit facility

Subject: Request for Credit Facility

Dear [Bank Manager's Name],

I am writing to formally request the establishment of a credit facility for my company, [Company Name]. We have been a loyal client of [Bank Name] for the past [X] years, and we are seeking a [type of credit facility, e.g., overdraft, loan, revolving credit] to support our ongoing business operations and expansion plans.

Our company has consistently demonstrated strong financial performance, as reflected in our audited financial statements, and we believe that this credit facility will enable us to optimize our cash flow and manage working capital more effectively.

I have attached all necessary documentation including our financial statements, business plan, and projected cash flow statements for your consideration. We are ready to discuss the terms and conditions at your earliest convenience.

Thank you for your attention to this request. We look forward to your favorable response.

Sincerely,

[Your Name]

[Position]

[Company Name]

[Contact Information]

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