

Preliminary or temporary credit facility request

Subject: Provisional Credit Facility Request

Dear [Bank Officer's Name],

I hope this message finds you well. I am writing to explore the possibility of securing a provisional credit facility for [Company Name]. We are currently assessing our short-term funding requirements and would appreciate your guidance on the provisional terms available.

We have provided preliminary financial statements and a brief summary of our anticipated funding needs. We are eager to discuss the facility limits, interest rates, and repayment schedules at your convenience.

Thank you for considering this preliminary request. We look forward to your response and guidance on the next steps.

Best regards,

[Your Name]

[Position]

[Company Name]

[Email / Phone]

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