

Casual, friendly tone email for credit inquiry

Subject: Request for Credit Facility Assistance

Hi [Bank Officer's First Name],

I hope you're doing well! I wanted to reach out to see if [Bank Name] could assist us with a short-term credit facility for our upcoming projects at [Company Name]. We're looking at something flexible to help with cash flow for the next few months.

Let me know what info you need from our side to get the process started. Really appreciate your support!

Thanks a lot,

[Your Name]

[Position]

[Company Name]

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