

Request tied to business growth or project financing

Subject: Credit Facility Request for Business Expansion

Dear [Bank Manager's Name],

Our company, [Company Name], is planning a major expansion in the next fiscal year and requires a credit facility to finance this growth. We are seeking a [loan/overdraft/revolving credit] of [amount] to cover costs associated with [specific expansion activities, e.g., equipment purchase, inventory, infrastructure].

Enclosed are our recent audited financial statements, business expansion plan, and projected cash flow. We are confident that our strong operational performance and strategic plan will ensure timely repayment.

We would appreciate the opportunity to discuss the terms and conditions at your earliest convenience.

Warm regards,

[Your Name]

[Position]

[Company Name]

[Contact Information]

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