Standard Credit Request Letter

Subject: Request for Credit Facility

Dear [Bank/Company Name],

I am writing to formally request a credit facility of [Amount] under my account #[Account Number].

This credit will be used to [purpose, e.g., expand business operations, cover working capital, purchase inventory].

Attached are my financial statements and business plan for your review. I would appreciate it if you could process this request at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Name]

[Company Name, if applicable]

[Contact Information]

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