[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: REQUEST PROPOSAL FOR CREDIT FACILITY**

Dear [CONTACT NAME],

It was a pleasure speaking with you on [DAY]. As discussed in our recent telephone conversation, regarding our company's credit and banking requirements.

[COMPANY] is a growing company in the [INDUSTRY] sector. In the past [MONTHS/YEARS], our revenues increased by [%]; in the meanwhile, we welcomed [NUMBER] new employees. Obviously, we have correspondingly increased capital requirements to sustain such growth.

We have enclosed our recent financial statements along with our business plan and budget for the [YEAR] fiscal year. Based upon our last forecasts, we anticipate requiring a credit facility of approximately [AMOUNT OF CREDIT FACILITY].

Please provide us with a financing proposal which you believe would satisfy our requirements. Should you have any questions or require any additional information, please do not hesitate to contact us.

We would greatly appreciate this request to be executed at your earliest convenience. Thank you in advance for your collaboration.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]