

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Bank/Lender Name]
[Contact Person Name]
[Department]
[Lender Address]

Subject: Acknowledgment and Acceptance of Credit Facility Terms

Dear [Contact Person Name],

I am writing to formally acknowledge receipt of the offer letter dated [Date of Offer Letter] regarding the approval of a [Type of Credit Facility, e.g., Line of Credit/Term Loan] in the amount of [Amount].

We have carefully reviewed the terms and conditions outlined in the agreement, including the interest rate, repayment schedule, fees, and covenants. We hereby confirm our acceptance of these terms as stated.

Please find attached the signed copies of the facility agreement and any other required documentation as requested. We look forward to a continued professional relationship with [Bank/Lender Name].

If you require any further information or documentation to finalize the activation of this facility, please let us know.

Sincerely,

[Signature]

[Full Name]
[Title/Position]