

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Acknowledgment and Acceptance of Banking Facilities

Dear [Name of Relationship Manager or Contact Person],

We are writing to formally acknowledge receipt of your facility letter dated [Date of Offer Letter] regarding the following banking facilities granted to [Company/Individual Name]:

- [Type of Facility, e.g., Term Loan]: [Amount]
- [Type of Facility, e.g., Overdraft]: [Amount]
- [Type of Facility, e.g., Letter of Credit]: [Amount]

We hereby confirm our unconditional acceptance of the terms and conditions set forth in the aforementioned facility letter and its appendices.

Enclosed with this letter, please find the following documents duly executed:

- A signed duplicate of the Facility Letter.
- [Board Resolution/Certified Minutes authorizing the facilities].
- [Any other required security documents].

We look forward to a continued professional relationship with [Bank Name].

Yours faithfully,

[Signature]

[Full Printed Name]

[Job Title/Position]

[Company Name]