

[Date]

[Bank Name]

[Specific Department, if applicable]

[Bank Street Address]

[City, State, Zip Code]

[Country]

RE: Comfort Letter for [Applicant/Company Name]

To the Management of [Bank Name],

This letter is written in reference to [Company Name] and their application for [Type of Facility/Project].

[Body of letter goes here]

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Issuing Organization Name]