

[Company Letterhead]

[Date]

[Bank/Lender Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

RE: Request for Extension of Working Capital Facility - [Account/Facility Number]

Dear [Contact Person Name],

We are writing to formally request an extension of our existing Working Capital Facility, which is currently scheduled to expire on [Current Expiry Date]. We propose to extend the facility for a period of [Number] months, resulting in a new maturity date of [Proposed New Expiry Date].

The purpose of this extension is to ensure the continued availability of liquidity to support our ongoing operational requirements and [mention any specific reason, e.g., seasonal inventory build-up or project-based funding].

We request that all other terms and conditions of the original agreement dated [Original Agreement Date] remain in full force and effect. Attached to this letter, please find our most recent financial statements and cash flow projections for your review.

We would appreciate your confirmation of this extension by [Date]. Please let us know if you require any further documentation or information to process this request.

Thank you for your continued support of our business.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]