

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]

Subject: Renewal of Working Capital Facility - [Account/Reference Number]

Dear [Recipient Name],

We are pleased to inform you that [Bank Name] has approved the renewal of your Working Capital Facility. This decision follows our recent review of your company's financial performance and credit requirements.

The renewed facility is subject to the following key terms:

- **Facility Type:** [e.g., Overdraft / Revolving Credit Line]
- **Facility Limit:** [Amount and Currency]
- **Renewal Period:** [Start Date] to [End Date]
- **Interest Rate:** [Rate, e.g., Base Rate + X%]
- **Review Date:** [Next Review Date]

All other terms and conditions outlined in the original Facility Agreement dated [Original Agreement Date] shall remain in full force and effect, unless specifically modified by this letter.

To accept this renewal, please sign and return the enclosed copy of this letter by [Deadline Date].

We value our partnership with [Company Name] and look forward to supporting your continued growth.

Sincerely,

[Sender Name]
[Sender Title]
[Bank Name]

Acknowledgment and Acceptance:

I/We hereby accept the renewal of the Working Capital Facility on the terms and conditions stated above.

Signature: _____

Name: [Authorized Signatory Name]

Date: _____