

[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Attn: [Contact Name/Chief Financial Officer]

RE: Post-Closing Requirements for [Loan Number/Facility Name]

Dear [Contact Name],

Congratulations on the successful closing of your Asset-Based Lending facility with [Lender Name]. We are pleased to support your business operations.

As discussed during the closing process, please find below the schedule of ongoing reporting requirements and post-closing items that remain outstanding:

1. Ongoing Reporting Schedule:

- **Borrowing Base Certificate:** Due [Frequency, e.g., weekly/monthly] by [Day of week/month].
- **Accounts Receivable Aging:** Due [Frequency] within [Number] days of period end.
- **Accounts Payable Aging:** Due [Frequency] within [Number] days of period end.
- **Inventory Reports:** Due [Frequency] within [Number] days of period end.
- **Financial Statements:** [Quarterly/Annual] statements due within [Number] days.

2. Outstanding Post-Closing Items:

- [Item 1: e.g., Original Stock Certificates] - Due by [Date]
- [Item 2: e.g., Evidence of Property Insurance Endorsement] - Due by [Date]
- [Item 3: e.g., Deposit Account Control Agreement for Account XXXX] - Due by [Date]

3. Field Examination and Appraisal:

The next field examination is tentatively scheduled for [Month/Year]. Our collateral department will contact you directly to coordinate the site visit.

Please submit all reporting documents to our secure portal at [URL] or via email to your Portfolio Manager at [Email Address].

We look forward to a productive relationship. If you have any questions regarding these requirements, please contact me at [Phone Number].

Sincerely,

[Signature]
[Sender Name]
[Title]
[Lender Name]