

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Subject: Annual Review and Extension of Overdraft Facility

Dear **[Contact Person Name]**,

Following our annual credit review of **[Company Name]** (the "Borrower"), we are pleased to confirm that **[Bank/Lender Name]** (the "Lender") has approved the extension of your existing Overdraft Facility. This commitment is subject to the terms and conditions outlined below:

- 1. Facility Limit:** [Amount and Currency]
- 2. Facility Type:** Uncommitted/Committed Overdraft Facility
- 3. Extension Period:** [Number] months, expiring on [Expiry Date]
- 4. Interest Rate:** [Base Rate] plus a margin of [Percentage]% per annum.
- 5. Repayment:** On demand by the Lender.
- 6. Fees:** An annual renewal fee of [Amount] is payable upon acceptance of this letter.
- 7. Security:** [List existing or new collateral/guarantees, or state "As per existing security documentation"].

This extension is granted provided there has been no material adverse change in the financial position of the Borrower and that all terms of the original Facility Agreement dated [Original Agreement Date] continue to be met.

Please indicate your acceptance of these terms by signing and returning the enclosed copy of this letter by [Deadline Date].

Yours sincerely,

[Signature]

[Name of Bank Officer]

[Title]

[Bank Name]

Acknowledgment and Acceptance:

We hereby accept the terms and conditions as set out in this letter.

For and on behalf of: **[Borrower Name]**

Signature: _____

Name: [Print Name]

Title: [Print Title]

Date: [Date]