

[Company Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Renewal of Factoring Facility**

Dear [Contact Name],

We are pleased to confirm that [Factor Name] ("Factor") has approved the renewal of your accounts receivable factoring facility ("Facility"). This letter outlines the primary terms and conditions for the continued partnership.

**1. Facility Terms:**

- **Maximum Facility Limit:** \$[Amount]
- **Advance Rate:** [Percentage]% of eligible accounts receivable.
- **Factoring Fee:** [Percentage]% per [Period] or as defined in the Schedule of Fees.
- **Renewal Period:** [Number] months, ending on [Date].

**2. Conditions of Renewal:**

This renewal is subject to the following conditions:

- Execution of the Renewal Agreement and updated Security Documents.
- Receipt of updated financial statements and tax filings.
- No material adverse change in the Client's financial condition.
- Payment of a renewal fee in the amount of \$[Amount].

**3. Collateral:**

The Facility will continue to be secured by a first-priority security interest in all accounts receivable and related assets as defined in the original Factoring Agreement dated [Original Agreement Date].

**4. Acceptance:**

To accept this commitment, please sign and return a copy of this letter by [Expiration Date]. Upon receipt, our legal team will provide the final renewal documentation for execution.

We look forward to continuing our business relationship.

Sincerely,

[Name of Authorized Signatory]  
[Title]  
[Factor Name]

**Accepted and Agreed:**

\_\_\_\_\_  
[Client Name]  
Date: \_\_\_\_\_