

[Your Institution's Letterhead]

[Date]

To: The Governor / Director of Banking Supervision
[Central Bank Name]
[Department Address]
[City, Country]

RE: Application for Approval to Issue Subordinated Debt / Inclusion in Tier 2 Capital

Dear Sir/Madam,

Pursuant to the [Name of Banking Act/Regulation] and the capital adequacy guidelines issued by the [Central Bank Name], [Name of Your Institution] (the "Bank") hereby applies for formal approval to issue subordinated debt in the amount of [Amount and Currency].

The Bank intends for this debt instrument to qualify as Tier 2 Capital for the purpose of calculating its Capital Adequacy Ratio. The key terms of the proposed instrument are as follows:

- **Principal Amount:** [Insert Amount]
- **Tenor/Maturity:** [Insert Years, minimum 5 years]
- **Interest Rate:** [Insert Rate/Spread]
- **Subordination Clause:** The claims of the holders shall be electronic, unsecured, and subordinated to the claims of all depositors and general creditors.
- **Repayment:** No early redemption or call options will be exercised without the prior written approval of the Central Bank.

Please find attached the following supporting documents for your review:

1. Draft Subordinated Loan Agreement / Term Sheet.
2. Board of Directors Resolution authorizing the borrowing.
3. Projected capital adequacy calculations before and after the issuance.
4. Legal opinion confirming the enforceability of the subordination criteria.

We remain available to provide any further information or clarification required to facilitate this application.

Yours faithfully,

[Signature]
[Name of Authorized Signatory]
[Title/Position, e.g., Chief Executive Officer]
[Name of Institution]