

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Institution/Participant Name]

[Address Line 1]

[Address Line 2]

RE: Presentation of Executed Documents - [Project Name/Facility Name] Syndicated Loan

Dear [Recipient Name],

In our capacity as [Facility Agent/Lead Arranger], we are pleased to present the finalized and executed transaction documents regarding the [Amount] syndicated loan facility for [Borrower Name].

Please find enclosed the following documents for your records:

- Executed Syndicated Facility Agreement
- Signed Fee Letters
- Security Documents and Collateral Agreements
- Legal Opinions from [Law Firm Name]
- Conditions Precedent Satisfaction Notice

As per the terms of the agreement, the effective date of the facility is [Date]. We kindly request that you review the enclosed documents and acknowledge receipt by signing and returning the attached acknowledgement slip.

Should you have any questions regarding the documentation or the upcoming funding schedule, please contact [Name] at [Phone Number] or via email at [Email Address].

We look forward to a successful partnership on this transaction.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Organization Name]