

[Company Letterhead]

[Date]

[Bank or Factor Name]

[Department Name]

[Address Line 1]

[Address Line 2]

Subject: Renewal of Factoring Recourse Guarantee Facility - [Account Number/Facility Reference]

Dear [Contact Person Name],

We are writing to formally request the renewal of our Factoring Recourse Guarantee Facility, which is currently scheduled to expire on [Current Expiry Date].

We wish to renew the facility under the following terms:

- **Client Name:** [Your Company Name]
- **Facility Limit:** [Amount and Currency]
- **Requested Extension Period:** [Number of Months/Years]
- **New Proposed Expiry Date:** [Date]

Enclosed with this letter, please find the updated financial documents required for your review, including:

- Latest Audited Financial Statements
- Current Accounts Receivable Aging Report
- Updated Business Projections

We confirm that there have been no material changes in our business operations or financial standing that would negatively impact the existing guarantee arrangements. We look forward to receiving your renewal offer and the updated facility agreement.

Please contact [Name] at [Phone Number/Email] should you require any additional information.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Company Name]