

[Date]

[Recipient Name]

[Business Name]

[Business Address]

[City, State, Zip Code]

Subject: Approval of Business Line of Credit Renewal

Dear [Recipient Name],

We are pleased to inform you that your request to renew your Business Line of Credit with [Financial Institution Name] has been approved. Based on our review of your account history and financial performance, we have authorized the continuation of your credit facility under the following terms:

- **Account Number:** [Account Number]
- **Credit Limit:** \$[Amount]
- **Interest Rate:** [Rate]% (Variable/Fixed)
- **Renewal Date:** [Date]
- **Maturity Date:** [Date]
- **Repayment Terms:** [Brief Description of Terms]

The terms and conditions of your original Credit Agreement remain in full force and effect, except as modified by this renewal notice. Please find the attached updated agreement documents for your records. No further action is required at this time to maintain your access to these funds.

We value our partnership with [Business Name] and look forward to supporting your continued growth and success. If you have any questions regarding your renewal or require further assistance, please contact your Relationship Manager, [Manager Name], at [Phone Number] or [Email].

Sincerely,

[Authorized Signature]

[Sender Name]

[Title]

[Financial Institution Name]