

Date: [Insert Date]

To: [Lead Arranger Name / Participating Bank Name]

Attn: [Contact Person Name]

Department: [Department Name]

Subject: Progress Report - Memorandum of Understanding (MoU) for [Project Name/Borrower Name] Corporate Loan Syndication

Dear [Recipient Name],

In accordance with the Memorandum of Understanding (MoU) dated [Insert Date], we are providing this progress report regarding the proposed [Insert Amount] syndicated loan facility for [Borrower Name].

1. Current Status of Syndication:

[Insert brief summary, e.g., Mandate letter signed / Information Memorandum distributed / Book-building in progress].

2. Financial and Due Diligence Progress:

[Insert details regarding legal review, credit analysis, or technical appraisals].

3. Participation Update:

[List participating banks and their respective commitment levels or expressions of interest].

4. Outstanding Requirements:

[List any pending documentation, KYC requirements, or regulatory approvals].

5. Timeline and Next Steps:

[Provide estimated dates for closing, signing, and first disbursement].

We remain committed to the terms outlined in the MoU and will continue to update all parties as we move toward final execution.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]