

[Sender Name]  
[Sender Title]  
[Lead Arranger Bank Name]  
[Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Participant Bank Name]  
[Address]  
[City, State, Zip Code]

**RE: Transmittal of Memorandum of Understanding - [Project/Borrower Name]  
Syndicated Loan Facility**

Dear [Recipient Name],

On behalf of [Lead Arranger Bank Name], acting as the Mandated Lead Arranger, we are pleased to formalize the participation of [Participant Bank Name] in the proposed syndicated loan facility for [Borrower Name].

Enclosed with this letter is the Memorandum of Understanding (MOU) outlining the preliminary terms, conditions, and proposed commitment levels for the [Amount] [Currency] credit facility. This document serves as the basis for the formal credit approval process and the subsequent drafting of the definitive facility agreement.

Please review the enclosed MOU and return a countersigned copy to our offices by [Date]. Your signature confirms your institution's interest in proceeding with the syndication under the specified terms, subject to final credit committee approval and satisfactory due diligence.

We look forward to working with your team to bring this transaction to a successful close. Should you have any questions regarding the documentation or the syndication timeline, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Sender Name]  
[Sender Title]

Enclosure: Memorandum of Understanding (MOU)