

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Loan Officer's Name]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Request for Overdraft Renewal of Agriculture Loan

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my overdraft facility associated with my agriculture loan account number [Account Number].

As you are aware, my current overdraft facility is set to expire on [Expiration Date]. Given the ongoing agricultural activities and seasonal requirements, I would like to extend this facility for another [desired duration].

My farming operations have shown positive growth, and I believe that renewing the overdraft facility will enable me to manage my cash flow effectively, especially during the peak season. I have enclosed all necessary financial documents and projections to support my request. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation/Farm Name (if applicable)]