

[Your Company Letterhead]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: OD Renewal Request for [Account Number/Business Name]

Dear [Bank Manager's Name or Title],

I hope this letter finds you well.

I am writing to formally request the renewal of our Overdraft (OD) facility associated with our business account, [Account Number], which is due to expire on [Expiration Date].

We have been utilizing this facility effectively to manage our cash flow and ensure smooth operations within our business. Given the current market conditions and our ongoing projects, we believe that extending our overdraft facility will continue to benefit our business operations. Please find attached the necessary documents for your review, including our recent financial statements and any other required information.

We appreciate your attention to this request and look forward to your prompt response. Should you require any further information or clarification, please do not hesitate to contact me directly.

Thank you for your support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title]

[Company Name]

[Company Account Number]