

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Renewal of OD Facility for Corporate Account

We hope this message finds you well. We are writing to formally initiate the renewal process for the Overdraft (OD) facility associated with your corporate account numbered [Account Number].

As we approach the renewal date, we would like to confirm the terms and conditions, along with any documentation required to ensure a seamless continuation of your OD facility. The current limit of [Existing Limit] is scheduled to expire on [Expiration Date], and we are pleased to offer the opportunity for renewal based on [any reasons for renewal, e.g., creditworthiness, repayment history, etc.].

Please find attached the relevant documents for your review, including:

1. OD renewal application form
2. Updated financial statements
3. [Any other required documents]

We kindly request that you complete the enclosed application form and return it to us by [Return Date] so that we can process your renewal in a timely manner.

If you have any questions or require further assistance, please do not hesitate to reach out to our team at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Company Website]

[Enclosures: OD renewal application form, financial statements, etc.]