

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

[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for OD Renewal for Current Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my Overdraft (OD) facility associated with my current account, Account Number: [Your Account Number].

My current OD facility is set to expire on [Expiration Date]. I would like to continue utilizing this service due to [reason for renewal, e.g., ongoing business needs, expected cash flow requirements].

Please let me know if you require any additional documentation or information to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation, if applicable]

[Your Company Name, if applicable]