

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

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

Subject: Request for Overdraft Facility Renewal

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my overdraft facility (Account Number: [Your Account Number]) which is set to expire on [Expiry Date].

I have been a customer of [Bank Name] for [duration] and have consistently maintained a good transaction history. The overdraft facility has been incredibly beneficial in managing my financial commitments, and I would like to continue availing this service. Please find attached any necessary documents to support my request, including my financial statements and proof of income.

I appreciate your attention to this matter and look forward to your favorable response.

Thank you.

Sincerely,

[Your Name]