

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

Subject: Request for OD Renewal for Savings 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 savings account (Account Number: [Your Account Number]).

The details of my account and the existing OD facility are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Current OD Limit: [Current Limit]
- Renewal Requested Limit: [Requested Limit]

I have been a loyal customer of [Bank Name] and have maintained a good transaction history during my banking relationship. I would appreciate your consideration for the renewal of my OD facility to ensure continued financial support.

Please let me know if you require any further documentation or information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]