

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Renewal of Overdraft Facility for Working Capital

We hope this letter finds you well. We are writing to formally request the renewal of our overdraft facility that is currently set to expire on [expiration date]. This facility has been instrumental in managing our working capital needs effectively, and we wish to continue benefiting from this financial arrangement.

As of [current date], our financial performance has shown [briefly summarize financial performance - e.g., steady growth, increased sales, improved cash flow]. We firmly believe that renewing the overdraft facility will further enhance our operational flexibility and allow us to meet our short-term obligations efficiently.

We are requesting an overdraft limit of [insert requested amount], which will assist us in [briefly explain the purpose - e.g., covering immediate operational expenses, managing seasonal fluctuations, etc.]. We are prepared to provide any necessary documentation to facilitate this renewal process.

Thank you for considering our request. We appreciate your continued support and understanding. Please feel free to contact us at [your email] or [your phone number] for any further information or discussion.

We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]