

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
Qatar National Bank (QNB)
[Bank Address]
[City, State, Zip Code]

Subject: Request for Credit Letter

Dear [Recipient's Name],

I am writing to request a credit letter for my account with Qatar National Bank. My account details are as follows:

- Account Holder: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Savings/Current/Credit]

The purpose of this credit letter is to [briefly state the purpose, e.g., apply for a loan, lease agreement, etc.]. I would appreciate it if you could include the following information in the letter:

1. My account balance
2. Credit history or rating
3. Any other relevant financial details

Please let me know if you require any additional information or documents to process my request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]