

Business Line of Credit Renewal Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Lender's Name]

[Bank/Financial Institution Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Renewal of Business Line of Credit

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request the renewal of our business line of credit with [Bank/Financial Institution Name], which is set to expire on [Expiration Date].

Our line of credit has been instrumental in supporting our operational needs and business growth over the past year. We have consistently honored our repayment obligations and have maintained a good relationship with your institution.

We anticipate continued growth in our business and would appreciate your assistance in renewing our current line of credit of \$[Current Amount]. We are committed to providing all necessary documentation to facilitate a smooth renewal process.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email] to discuss any additional information you may require.

We look forward to continuing our partnership with [Bank/Financial Institution Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]