

Letter of Intent to Discuss Credit Agreements

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my intent to discuss our current credit agreements in light of my recent relocation to [New Location]. Given the changes in my financial circumstances and the importance of maintaining a mutually beneficial relationship, I believe it is essential for us to review the existing terms and explore any necessary adjustments to ensure continued collaboration.

I would appreciate the opportunity to schedule a meeting at your earliest convenience to discuss this matter further. Please let me know your available times, and I will do my best to accommodate.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email]