

# Letter of Credit Line Terms and Conditions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Terms and Conditions of Credit Line

We are pleased to inform you that your application for a credit line with our institution has been approved. Below are the terms and conditions that govern this credit line:

## 1. Credit Limit

The maximum credit limit granted is [Insert Amount].

## 2. Interest Rate

The interest rate applicable to the credit line shall be [Insert Interest Rate]% per annum.

## 3. Repayment Terms

Payments shall be made in [monthly/quarterly] installments of [Insert Payment Amount] due on the [Insert Due Date] of each month.

## 4. Fees

A processing fee of [Insert Amount] will be charged at the time of credit line activation.

## 5. Default

In the event of default, the institution reserves the right to take appropriate action, including but not limited to the termination of the credit line.

Please sign and return a copy of this letter to confirm your acceptance of the above terms and conditions.

Thank you for choosing us as your financial partner.

Sincerely,

[Your Name]

[Your Title]

[Institution's Name]

[Institution's Address]