

ON COMPANY LETTER HEAD

Date:

Head of Client Coverage,
First Abu Dhabi Bank, Kuwait Branch
Kuwait

Attention:

Dear Sir,

Ref: Request for New Credit Facilities:

We the undersigned representing the (name of the Company) a legal entity established in Kuwait and operating from.....(address) hereby request **First Abu Dhabi Bank, Kuwait branch** to grant us the following credit facilities for the period and purposes mentioned against them.

<u>Facility</u>	Amount	Pricing	Tenor	Purpose of Facility
Total				

Source of Repayment:

Collateral (whenever applicable):

In support, we forward to you the following documents:

1. Copies of all legal documents required.
2. Financials for the period of 3 years and, along with breakdown of major items in addition to receivables and payables aging analysis.
3. Company profile.
4. Forecast on business including projected cash flow for the next business period.
5. Details of banks and other financial institutions the company is dealing with and the size of facilities obtained from them (if any).
6. In case of having personal guarantor, a "personal financial net worth statement" is needed.
7. In case of having a corporate guarantor, documents 1 to 5 are required for the guarantor.

You may contact Mr..... and/or. Mr from our office for any clarification.

We request your favorable decision and advice in this regard at the earliest.

Best regards,

Yours sincerely,
