

Subject: Inquiry on Facility Closure Procedures

Hi Team,

We are currently reviewing our outstanding financial arrangements and are in the process of concluding certain obligations tied to our credit facility.

Before proceeding with the final steps, we would like to understand the applicable terms, any residual liabilities, and potential reallocation fees associated with this closure.

Kindly provide a breakdown of the necessary steps, expected timelines, and any administrative costs involved in ensuring a seamless transition.

If further documentation is required from our end, please let us know.

Looking forward to your prompt guidance.

Regards,

Corporate Finance Manager

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From: Banking Operations Team

To: Corporate Finance Manager

Subject: RE: Inquiry on Facility Closure Procedures

Dear [Corporate Finance Manager],

Thank you for reaching out regarding the closure of your credit facility. We acknowledge receipt of

your request and will review the details to provide a structured response.

In the meantime, please ensure that all outstanding balances are settled and that any collateral documentation is updated as required.

We will revert with a detailed closure process and applicable charges shortly.

Best regards,

Banking Operations Team