

# Facility Lender Share Adjustment Request

Closing Notice Request

Date: March 23, 2025

To: XYZ Commercial Bank

From: ABC Corporation

Contact Information: finance@abc.com | (123) 456-7890

Subject: Loan Closing Notice - Facility ID: FAC-2025-002

Dear Mr. Thompson,

Please be advised that we are initiating the closing process for our facility. Kindly confirm the necessary steps and provide the closing confirmation.

Facility Details:

- Facility Name: Expansion Loan Facility
- Facility ID/Reference Number: FAC-2025-002
- Current Outstanding Amount: \$1,200,000
- Planned Closure Date: March 31, 2025

Please let us know if further documentation is required.

Sincerely,

# Facility Lender Share Adjustment Request

Jane Doe

Finance Manager

ABC Corporation