Antonio Romano

CEO

Espresso Yourself

123 Battery St.

Burlington, VT 05401

September 29, 2014

Dear :

We have enjoyed doing business with you for the last 3 years. We have shown that Espresso Yourself is a reliable client and that we pay our bills promptly. As you can see by chart below, our sales have been increasing steadily with each new café we open.

We would like to request an increase in our line of credit. Our business is growing, and we need to purchase additional equipment. An increase in our credit limit by an additional 70% will enable us to complete this planned expansion.

Should you require any additional financial information, please call me at 800-555-1234, ext. 123. Thank you for your prompt attention to this matter.

Sincerely,

Antonio Romano

CEO, Espresso Yourself