

**(Applicant letterhead)**

Date :  
Attention: Qatar National Banking - SME Center  
Subject: Request letter for credit facilities

Dear Sir/Madam,

(To be completed by QNB Account Holders)

We are holding QNB corporate account number (13 digit full account number) \_\_\_\_\_, which has been properly managed and being operating since (Date dd/mm/yyyy) \_\_\_\_\_. And we are currently submitting this request and seeking your approval to extend the below credit facilities with below purposes:

(Non-QNB Account Holder)

We are currently submitting this request and seeking your approval to extend the below credit facilities with below purposes. We also acknowledge that we have to open an account with QNB in order to finalize our request.

**Summary of the Request:**

For General Facilities:

Type of Facility:			
Amount of Facility:			
Purpose of the Facility:			
Tenor of the Facility:			
Type of Securities / Collaterals:			

Additional Information for Project Finance Facilities (if applicable)

<b>Project Owner:</b>	
<b>Main Contractor:</b>	
<b>Project Manager:</b>	
<b>Sub-Contractor:</b>	
<b>Contract Value:</b>	
<b>Scope of Work:</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	
<b>Contract Duration:</b>	

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We submitted all attached documents to the bank in order to perform the due diligence within the QNB lending policies and procedures. We undertake to provide all required securities/ collaterals as per the final decision of QNB lending authorities and we authorize the bank to deduct all charges related to this request from the above mention account (including the Real Estate properties appraisal and related insurance Fees).

Thanking you.

Yours faithfully,

Authorized partner name \*  
Signature

Authorized partner name \*  
Signature

***\*The letter should be signed by all partners, or authorized person(s) who enjoy the borrowing rights***