



Date : 

DD	MM	YY
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**The Managing Director & CEO**  
**INSPIRE Consultancy Services**  
House # 14, Road # 3 (Ground Floor)  
Salimullah Road, Mohammadpur  
Dhaka 1207, Bangladesh.

**Subject : Proposal for Financial Facility.**

Dear Sir,

I/We wish to avail financial facility from your esteemed organization for the following:

Name of the Applicant	:	
Nature of Facility	:	Lease Finance/Term Finance/Short Term Loan/Working Capital Finance/SME Loan/Home Loan/Auto Loan/Factoring/Work Order Finance/Distributor Finance/Secured Overdraft (SOD)/Others (please mention):
Purpose of Facility	:	
Cost of Acquisition	:	Tk.
Facility Amount sought	:	Tk.
Tenor of Facility	:	months

I/We enclose herewith other required documents for your kind perusal.

Thanking you,

Yours truly

**Seal & Signature of the Applicant**

Enclosed : List of Documents