

# Commercial Contract

## FINANCE REQUEST LETTER



*Empowered lives.  
Resilient nations.*



### Small and Medium Enterprises Development Authority

#### Ministry of Industries & Production

#### Government of Pakistan

[www.smeda.org.pk](http://www.smeda.org.pk)

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January 2013

## **Finance Request Letter**

Pro Gole (Right to do Business)

Legal Services, B&SDS

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### **LEGAL SERVICES, SMEDA**

The Legal Services (LS) department is a part of Business & Sector Development Services Division of the Small Medium Enterprises Development Authority and plays a key role in providing an overall facilitation and support to the small businesses. The LS believes that information dissemination among the small businesses on the existing legal & regulatory environment and business to business and business to client contracting is of paramount importance and plays a pivotal role in their sustainable development.

In order to facilitate small businesses, the LS, under the Pro-GOLE (Right to do business) project, a joint SMEDA-UNDP initiative for supporting the small businesses, has developed user-friendly contract templates.

### **Pro-GOLE, (Right to do Business)**

The UNDP has partnered with the Small and Medium Enterprises Development Authority to initiate and execute the Pillar 4 (Right to do business) component of the UNDP PRO-GOLE project which seeks to enhance the legal awareness and mobility of marginalized/ informal businesses. Under the project legal services outreach shall be extended to small businesses including home based enterprises, small shopkeepers, growers, women entrepreneurs, hawking vendors etc. In addition, small business shall be mobilized to access legal services.

### **The Need for Commercial Contracts Templates**

In an increasingly complex and competitive industry, it is vital that suppliers and purchasers are fully protected against legal and commercial risks. To counter such risks, a viable solution; available as- of the shelf commercial contract templates- will provide the users with first class ready to use support. With obligations properly set out and liabilities accurately defined, the users will be in a far better position to look after their rights and interests and move forward from their marginalized positions to being active players of the economy. The Legal Service Providers can equally take benefit of these templates for their professional and business development.

### **Disclaimer**

The information contained in this template is meant to facilitate the businesses with respect to banking transactions. However, SMEDA, UNDP or any of their employees or representatives accept no responsibility and expressly disclaim any and all liabilities for any and all losses/shortfalls caused by or motivated by recommendations from the information contained within this document. Although SMEDA's ambition is to provide accurate and reliable information; yet, the document is not an alternative to expert legal advice and should ideally be used in conjunction with the same. Any person using this document and or benefiting from the information contained herein shall do so at his/her own risk and costs and be deemed to have accepted this disclaimer.

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[Insert Date]

[Insert Designation]

[Insert Bank's Name]

[Insert Branch's Name]

[Insert Address]

### **SUBJECT: FINANCE REQUEST LETTER**

Dear Sir,

I/We, [insert name of the Intended Creditor], [insert description of the Intended Creditor, i.e. registered office in case of Company/Constitution in case of Partnership/Sole proprietorship], are a business engaged in [insert description of the activities of the business], and I/we am/are writing to you to request for the extension of finance facilities to me/us up to an extent of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) (insert amount).

Our business concern is a growing business in the [insert name of the sector] sector, and in order to expand the business and to employ more man power and the modern technology etc., we face correspondingly increasing capital requirements.

Enclosed with this Request Letter are my/our recent financial statements, along with my/our business plan and budget for the year [insert the financial year] fiscal year. Based on our most recent budget, and the financial forecasts, we anticipate credit requirements of approximately Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) (insert amount).

I/we would greatly appreciate if my/our request could be processed at your earliest. In case of any queries, please do not hesitate to contact me/us in case any further information is required by the Bank in order to process my/our request. I/we thank you for your co-operation, in advance.

Regards,

## **Finance Request Letter**

Pro Gole (Right to do Business)

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[Insert Signatory's Name]

[Intended Signature]