

[Client letterhead]

_____, 20__

[name]
[title]
XYZ Bank
[address]
[city, state, zip]

Re: Loan Documents

Dear _____:

As you know, Client and XYZ Bank ("Lender"), are parties to a Loan Agreement dated _____, 20__, as amended ("Loan Agreement") making available to Client a revolving line of credit in the maximum principal amount of \$_____. The line of credit is evidenced by a Promissory Note, dated _____, 20__, and secured by a lien on Client's assets under a Security Agreement, dated _____, 20__.

We are writing to advise you of the proposed merger of Client and ABC and to request your written consent to the merger under the Loan Agreement. Under the terms of the Loan Agreement, the borrower may not merge with any other entity without the prior written consent of XYZ Bank.

Client and ABC have decided to merge the two entities in order to _____. As a result of the merger, the ABC entity will cease to exist and Client will succeed to all of ABC's rights, property, and obligations. Client's obligations under the Loan Agreement and related documents will remain in effect. We currently expect to complete the merger on or about _____, 20__. Upon completion of the merger, the surviving Client entity will operate under a new corporate name, _____.

Please confirm your written consent to the merger by signing and returning this letter. We also request that you update your records to reflect _____ as the borrower under the Loan Agreement and related documents. We appreciate your assistance with this matter.

Very truly yours,

Client

By: _____
[name], [title]

Acknowledged and agreed:

XYZ Bank

Signature: _____

Print Name: _____

Title: _____

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