

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>

<address>

<address>

<address>

Re: _____

Dear <Name>:

Enclosed herewith please find drafts of a master Revolving Note and Loan Agreement from the corporation to _____, a master Revolving Note and Loan Agreement from the corporation to you, appropriate Deeds of Trust securing said obligations, and a Corporate Resolution authorizing the Notes and Deeds of Trust.

Please review these documents at your convenience and contact me with any comments or suggestions you might have.

Sincerely,

BY:

/
Enclosures