

[Your Name]  
[Your Title]  
[Your Company Name]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company/Bank Name]  
[Address]

RE: Referral for Corporate Acquisition and Facility Expansion Financing

Dear [Recipient Name],

I am writing to formally refer [Client Name/Company Name], represented by [Principal Contact Name], for professional assistance regarding a corporate acquisition and subsequent facility expansion project.

[Client Company Name] is currently in the process of acquiring [Target Company Name]. Following the completion of this acquisition, they intend to expand their operational footprint by [briefly describe expansion, e.g., constructing a new manufacturing wing or upgrading existing infrastructure].

The purpose of this referral is to explore financing options and credit facilities suitable for:

- The acquisition of assets/shares of [Target Company].
- Capital expenditure for facility expansion and equipment upgrades.
- Working capital requirements during the transition phase.

I have worked with [Client Name] for [Number] years and can attest to their strong financial track record and management expertise. I believe your institution's expertise in structured finance and corporate lending would be a strategic fit for their current objectives.

I have copied [Principal Contact Name] on this correspondence so you may coordinate a preliminary meeting. Should you require any initial documentation or background information from my side, please let me know.

Thank you for your time and professional consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]