**Client’s Letterhead with Full Contact Details**
 Registered/business address, phone, email, [*EIN*](http://www.businessdictionary.com/definition/Employer-Identification-Number-EIN.html)

DOCUMENT MUST BE PREPARED IN 12-POINT SIZE ARIAL FONT

**LETTERHEAD MUST BE IN COLOR (ANY COLOR IS ACCEPTABLE)**

PLEASE COMPLETE DOCUMENT FULLY AND ACCURATELY.

IF THE INFORMATION IS DIFFERENT FROM AS SET FORTH BELOW,
PLEASE CORRECT IT AS REQUIRED.

(*Please delete this box in the final document)*

*PRIVATE AND CONFIDENTIAL*

Our Code: \*\*\*\*\*\* ◄ Please write your reference number here

Date: Month DD, YYYY:

*Through e-mail: boston@iic-london.co.uk*

Prof. George Angelow

President,

International Investment Council,

Wayland, MA 01778, U.S.A.

Dear Prof. Angelow,

Re. Project: \_\_\_\_\_*write the name of the project requiring financing e.g.”…….”*\_\_\_\_

*(Add: “Brief description of the Project is forwarded to you under separate cover” if the case so requires).*

Further to our communications, with courtesy of Mr. \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ earlier this month, following is our order and verification of assign-ment professional service as a fee-only financial / business advisor where, we have been let to believe, including through the information from your website, you are particularized experienced in procedural and transactional aspects of the capital investment financing. More specifically, we request for project finance the above-mentioned project. *(Please specify your needs here)*

*If you need financing a specific project, please specify:*

In accordance with our plan, a line of credit approaching \*\*,000,000.00 (\*\*\*\*\*\*\* MILLION DOLLAR), with \*\*-month grace period and at least \*\*-year life is desirable for the development of the Project.

As we have been informed, we may have an opportunity for our projects to be credited under special programs of one of the US federal government agencies for industrial exports. Please, if you have enough long-term assets, note that they can be partial collateral for the requested loan.

In addition, we hereby confirm that we have ability and are ready to meet the [administrative expenses](http://www.businessdictionary.com/definition/administrative-cost.html) ([short term fixed costs](https://www.google.com/?gws_rd=cr&ei=AlKnVqqSN4OosgG57JmoBg&fg=1#q=fixed+costs+definition), round business trip(s), etc.), all initial [period cost](http://www.businessdictionary.com/definition/period-cost.html)s that usually associate with first preliminary study and conceptual design for preparation of such sort transactions. We are ready to deposit an admission client’s fee in keeping with your [corporate policy](http://www.businessdictionary.com/definition/corporate-policy.html), customary practice of governing the development of investment projects. Respectively, we would appreciate receiving your total estimate and a pro-forma invoice for the charges, the expected traveling expenses, overheads, etc., which as we have been informed, do not include your service remuneration.

We thank you in advance for your consideration.

Sincerely,

*(Name and position)*

*This letter is computer generated requiring no signature.*