**School Header**

Dear Louise and Mahfuza,

Following our previous correspondence about our cash flow issue, our school would like to request £x on the rolling credit agreement.

The reasons for this are:

* You can list some current issues you are facing

We understand that interest will be charged at 0.5% above base rate and that this will be deducted monthly from the advance.

We have produced and submitted a deficit recovery plan which is regularly reviewed and discussed with the Director of Education, external leadership support and the governing body.

The school agrees to repay the rolling credit funds as soon as we are able to, in line with our deficit recovery plan.

We would appreciate if you could let us know if this is possible and when the funds will be in the school’s account.

**Signatures of Head Teacher and CoG**