

\* Sample Letter \*  
(On Borrowers Official Letterhead)

Date: [insert date]

Benjamin Asher  
Director, Project Finance, Debt, & Strategic Contracts Division  
Texas Department of Transportation  
123 E. 11<sup>th</sup> St  
Austin, Texas 78701

RE: [SIB Loan Number] – [Borrower] Refinancing

Dear Mr. Asher:

[Borrower] is writing to request a refinancing of State Infrastructure Bank (SIB) loan number [SIB loan number] originally used for [Loan Use] on [Project Description]. [Borrower] is requesting a refinancing of this loan because [Reason].

[Borrower] intends to pay the .50% of the outstanding SIB loan balance refinancing fee by [paying cash or financing the fee].

Additionally, [Borrower] understands that:

- The SIB loan will not be extended with this refinancing request; and
- The SIB loan can only be refinanced one (1) time during the loan term.

[Borrower] [is/is not] current on all payments with the SIB program and [is/is not] complying with all applicable SIB loan provisions.

[Insert reason for non-compliance with SIB Loan and how borrower intends to remedy non-compliance]

Attached to this letter is the resolution from the [Borrower governing body] authorizing this submission and execution of this refinancing request.

Thank you for your assistance.

Sincerely,

[Signature of authorized SIB Loan representative]  
[Printed Name, Printed Title]