**Letter Head**

**No:** xxx
**Date:** xxx

**To:** Mr. Chatchai Sirilai
President
Bank for Agriculture and Agricultural Cooperatives (BAAC)
2346 Phahon Yothin Road, Sena Nikhom,
Chatuchak, Bangkok 10900
Thailand

**Subject:** Exposure Visit Request

Dear Mr. Chatchai Sirilai,

On behalf of xxx, we would like to express our respect for your organization and its achievements. We are interested in arranging a study visit and knowledge exchange program with your organization.

With the goal of learning from your experience and best practices, we respectfully request your kind consideration to host a study visit for a delegation from xxx.

Our purpose is to enhance the professional capabilities of our personnel and gain practical knowledge that can be applied to our operations. The key learning objectives are as follows:

1. Marketing and Client Services.
2. Credit Assessment and Loan Appraisal.
3. Loan Portfolio Management.
4. Delinquency Management and NPL Resolution.

We believe that this study visit will greatly benefit our organization and foster closer cooperation between our institutions. We would be grateful for your consideration and any suggestions regarding the program.

Thank you for your time and support. We look forward to your favorable response and the opportunity to learn from your expertise.

Yours sincerely,
xxx
**Position:** xxx
**Organization:** xxx