[DATE]

[CONTACT’S NAME]

[BANK NAME]

[STREET ADDRESS]

[CITY, STATE/PROVINCE] [ZIP CODE]

[CONTACT NUMBER] or [EMAIL ADDRESS]

Dear [CONTACT’S NAME],

Good day!

I am writing on behalf of [COMPANY’S NAME] in our aim to request for an increase of our credit limit.

As our records may show on your end, in the past years, our company has kept a good record in maintaining the credit facility it has with [BANK NAME].

On our end, [COMPANY’S NAME] has garnered continuous success and improvement over the past [NUMBER] years since it first started on [DATE]. With this continuous growth, it is understandable that we will need to increase our expenses to accommodate any and all necessary costs and fees.

In line with this, I am requesting that we be granted an increase in our credit limit from $[AMOUNT] or %[PERCENTAGE] to $[AMOUNT] or %[PERCENTAGE] in order for us to keep up with the demands of the company and its clients.

[BANK/COMPANY] currently has a record book on file containing all necessary information regarding our credit standing for the past [NUMBER] years from [YEAR] to [YEAR]. But if you have further questions, please do not hesitate to call me at [NUMBER].

I trust you will find our standing to be satisfactory enough to be eligible for a credit increase, as we have not been delayed or have missed any of our payments.

Thank you for taking the time to read this letter, and hope for your consideration and immediate response regarding this credit limit increase proposal.

Respectfully,

[AUTHORIZED SIGNATURE]

[NAME]

[JOB TITLE] of [DEPARTMENT NAME]

[COMPANY NAME]

[CONTACT NUMBER] or [EMAIL ADDRESS]