

Application for Credit Card Limit Adjustment

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Bank Name]
[Credit Card Department]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request an adjustment to the credit limit on my credit card account with number [XXXX-XXXX-XXXX-XXXX]. As a loyal customer of [Bank Name] for the past [number] years, I have maintained a good payment record and have always complied with the terms and conditions associated with my credit card.

Due to [brief explanation of the reason, e.g., increased monthly expenses, recent changes in income, etc.], I believe a higher credit limit would be beneficial. This adjustment will assist me in managing my finances more effectively and allow me to make larger purchases without exceeding my current limit.

I kindly request that you review my account and consider my application for an increased credit limit of [desired amount]. I am happy to provide any additional information or documentation needed to assist in this process.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]