

Business Line of Credit Increase Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Lender's Name]
[Lender's Position/Title]
[Bank's Name]
[Bank's Address]
[City, State, ZIP Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an increase in our existing business line of credit with [Bank's Name]. Our current credit limit is [Current Limit], and we are seeking to increase it to [Requested Limit].

Over the past [Duration], our company has experienced significant growth in [briefly explain reason for growth or need]. This increase will allow us to [mention how the increase will benefit the business, e.g., expand operations, manage cash flow, etc.].

We have maintained a positive relationship with [Bank's Name] and have consistently met our obligations. Attached are our recent financial statements and projections that illustrate our ability to manage a higher line of credit.

Thank you for considering our request. I would appreciate the opportunity to discuss this further and am happy to provide any additional information you may need.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]