

# Request for Temporary Credit Limit Increase

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

[Credit Card Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Customer Service Department/Manager's Name],

I am writing to formally request a temporary increase in my credit limit on my account ([Your Account Number]). Due to [briefly explain reason, e.g., upcoming travel plans, unexpected expenses], I would greatly appreciate an increase in my credit limit from [\$Current Limit] to [\$Requested Limit] for a period of [specific time frame].

I have been a customer since [Year], and I have consistently made my payments on time. My current credit utilization is [Current Percentage]%, and I believe this temporary increase will help me manage my expenses more effectively during this period.

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

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]