

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

Customer Service Department
Bank Name
Bank Address
City, State, Zip Code

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about the possibility of upgrading the transaction limits on my account (Account Number: XXXXXXXXX). Due to recent changes in my financial activities, I find that my current limits no longer meet my needs.

Could you please provide information regarding the process and requirements for upgrading my transaction limits? Additionally, I would appreciate any details on potential fees or conditions associated with this upgrade.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
Your Name