

Notification of Need for Account Transaction Limit Expansion

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of the necessity to expand your current transaction limit on your account, [Account Number/Identifier].

Due to [reason for the increase, e.g., increased business transactions, expected large purchases], it has become essential to adjust your transaction limits to better accommodate your needs.

We recommend that you contact our customer service team at [Customer Service Phone Number] or [Customer Service Email] to discuss the specifics of your request and any documentation that may be required.

Thank you for your attention to this matter. We look forward to assisting you with your account needs.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]