

Letter of Inquiry Regarding Credit Line Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of adjusting my credit line associated with my account [Account Number]. Due to [brief reason for the adjustment request, e.g., recent financial changes, business expansion], I believe that a review of my current credit line is warranted.

My account has been in good standing, and I have consistently made timely payments. I would appreciate it if you could provide guidance on the process involved in requesting this adjustment.

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

Sincerely,

[Your Name]