

[Your Company's Letterhead]

[Your Name]
[Your Position]
[Your Company's Name]
[Your Company's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request to Enhance Business Credit Facility

I hope this letter finds you well. I am writing to formally request an increase in our business credit facility with [Bank's Name]. Over the past [duration], our company has experienced significant growth, which has increased our need for additional working capital to support ongoing projects and expansion plans.

Our current credit facility has enabled us to achieve [mention achievements or milestones], and we believe that an enhancement in our credit limit will allow us to capitalize on new opportunities and further strengthen our financial position.

We are committed to maintaining our strong relationship with [Bank's Name] and are confident that this request will not only support our growth initiatives but also contribute positively to our partnership.

Thank you for considering our request. I would be happy to provide any additional information or documentation required to facilitate your decision. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company's Name]