

Request for Increase in Business Credit Capacity

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Financial Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an increase in our business credit capacity with [Financial Institution Name]. As our company, [Your Company Name], continues to grow and expand its operations, we are seeking to enhance our financial resources to meet our increasing operational demands.

Over the past [time period], we have achieved significant milestones, including [briefly mention accomplishments or growth]. Given these developments, we believe that an increase in our credit capacity would enable us to [mention specific goals or plans].

We appreciate the support that [Financial Institution Name] has provided us thus far, and we are committed to maintaining a strong relationship. We would be grateful if you could review our request and let us know the necessary steps we should take.

Thank you for considering our inquiry. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]