

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Manager's Name]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request an expansion of our current business credit line with [Bank Name]. Over the past [duration], our business has experienced significant growth, resulting in increased operational costs and the necessity for additional liquidity to meet our expanding needs.

With the current credit line of [current credit amount], we have managed to [describe success or projects made possible with the existing credit line]. However, to further capitalize on our growth and explore new opportunities, we are requesting an increase to [desired credit amount].

Our financial stability and growth projections support this request. We are confident that this expansion will enable us to [mention specific benefits]. We have included [financial documents or rationale] to demonstrate our capacity to manage the increased credit effectively.

We value our relationship with [Bank Name] and believe that this adjustment will be mutually beneficial. Thank you for considering our request. I look forward to discussing this matter with you at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]