

# Request for Business Credit Limit Adjustment

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]

[Lender's Name]  
[Lender's Title]  
[Lender's Company Name]  
[Lender's Company Address]  
[City, State, ZIP Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an adjustment to our business credit limit with [Lender's Company Name]. As a longstanding client, we have greatly appreciated the support and services provided by your institution.

Due to [briefly explain the reason for the request, e.g., business expansion, increased sales, etc.], we believe that an increase in our credit limit will better support our operations and growth goals. Our current credit limit is [insert current limit], and we would like to request an adjustment to [insert requested limit].

Over the past [insert time period], we have maintained a solid repayment history and have consistently met our financial obligations. We believe that this adjustment will allow us to [explain how the adjustment will benefit the business and the lender].

Thank you for considering our request. I am happy to provide any additional information needed to facilitate this process and look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company Name]