

Credit Utilization Request

Date: [Insert Date]

To: [Account Manager's Name]

[Company Name]

[Company Address]

Dear [Account Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my account's credit utilization limits. As a valued customer of [Company Name], I have been utilizing your services for [duration] and would like to discuss options for increasing my credit limit to better accommodate my current needs.

Due to [brief reason for the request, e.g., increased costs, expansion of services, etc.], I believe that an adjustment in my credit utilization would be beneficial. I would greatly appreciate the opportunity to discuss this further at your earliest convenience.

If you require any documentation or further information to facilitate this request, please feel free to reach out to me.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]