

Inquiry Regarding Promotional Credit Limit Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending my promotional credit limit on my account [Account Number]. I have been a loyal customer for [duration] and have consistently managed my payments on time.

Given my positive payment history and the increase in my purchasing needs, I would greatly appreciate your consideration for a higher promotional credit limit. This adjustment would enable me to [explain why you need the increase, e.g., make larger purchases, take advantage of promotional offers, etc.].

Please let me know if you require any further information or documentation to assist in your decision-making process. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]