

Formal Request for Credit Limit Revision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a revision of my credit limit for my account ([Your Account Number]) with [Company Name]. Over the past [duration], I have consistently met my payment obligations and have maintained a positive account history.

Due to [provide a brief explanation for your request, e.g., increased business transactions, improved credit score], I believe that an increase in my credit limit would be beneficial for both parties. It would allow me to [explain how an increased limit would help you, e.g., manage larger purchases, improve cash flow].

I appreciate your consideration of my request and look forward to your positive response. Please let me know if you need any additional information or documentation to assist with this review.

Thank you for your attention to this matter.

Sincerely,

[Your Name]