

Inquiry Regarding Credit Limit Adjustment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of adjusting my credit limit on my account with [Company Name]. As a loyal customer for [duration], I have consistently honored my payment obligations and maintained a good credit standing.

Due to [reason for the request, e.g., an increase in expenses, business growth, etc.], I believe that an adjustment to my credit limit would better align with my current financial needs. I kindly request that you review my account and consider increasing my credit limit to [desired amount].

Thank you for considering my request. I appreciate your assistance and look forward to your prompt response. Please feel free to contact me if you require any further information.

Sincerely,
[Your Name]