

Formal Request for Reseller Credit Limit Adjustment

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to our current reseller credit limit with [Recipient Company Name].

Over the past [duration of business relationship], [Your Company Name] has significantly increased its sales volume and has maintained a strong payment history. As we continue to grow, we believe that an adjustment in our credit limit would better align with our purchasing requirements and ensure uninterrupted service delivery to our customers.

We kindly ask for your consideration to increase our credit limit from [current limit] to [requested limit]. This adjustment will enable us to expand our offerings and maintain a competitive edge in the market.

Thank you for considering our request. I am available for any discussions or further information you may need. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]