

Credit Limit Extension Request

Date: [Insert Date]

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

To:
[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 extension of our current credit limit with [Recipient Company Name]. Over the past [duration], we have enjoyed a successful partnership and have consistently met our payment obligations.

As our business continues to grow, we anticipate an increase in our purchasing needs. An extension of our credit limit will enable us to maintain adequate inventory and meet the demands of our customers effectively.

We are currently requesting an increase from [Current Credit Limit] to [Requested Credit Limit]. We believe this adjustment is justified by our sales growth and commitment to our contractual obligations.

Thank you for considering our request. We appreciate your support and look forward to continuing our successful partnership. Please feel free to reach out if you need any further information or clarification.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]