

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Lending Institution's Name]

[Lending Institution's 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 the credit limit on my revolving loan account. My account number is [Account Number].

Due to [brief explanation of your situation or reason for request, e.g., increased expenses, upcoming projects, etc.], I believe that a review of my current credit limit could be beneficial.

I appreciate your attention to this matter and look forward to your prompt response. Please let me know if you need any further information from my side.

Thank you for your consideration.

Sincerely,

[Your Name]