

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of my current credit limit with your company. My account number is [Your Account Number]. I have been a customer since [Year] and have consistently maintained good payment history.

Due to [mention any relevant reasons, e.g., increased business expenses, expansion plans], I believe that an increased credit limit would greatly assist me in managing my financial obligations more effectively.

I would appreciate your consideration of my request and look forward to your prompt response. If you need any further information or documentation to assist in your decision, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]