

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Bank/Institution Name]

[Bank/Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about my current credit limit on my account with [Bank/Institution Name]. I would appreciate it if you could provide me with this information at your earliest convenience.

Additionally, if there are any requirements or procedures I should be aware of regarding potential increases to my credit limit, please let me know.

Thank you for your prompt attention to my request. I look forward to your reply.

Sincerely,

[Your Name]