

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a temporary extension of my credit limit on my account with [Bank/Company Name] due to [briefly explain reason, e.g., unexpected expenses, increased business activities, etc.].

My current credit limit is [insert current limit], and I would like to request an increase to [insert requested limit] for a period of [insert duration]. This extension will allow me to manage my expenses more effectively during this time.

I have maintained a good relationship with [Bank/Company Name] and have consistently paid my bills on time. I appreciate your understanding and consideration in this matter.

Please let me know if you require any additional information or documentation to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Account Number]