

Credit Limit Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

I hope this message finds you well. We value our business relationship with [Supplier Company Name] and appreciate the quality of service and products you provide.

To continue meeting our operational needs and streamline our purchasing process, we would like to formally request an increase in our credit limit. We believe that a higher credit limit will enhance our ability to order necessary supplies in a timely manner to support our growth.

Currently, our credit limit stands at [Current Credit Limit]. We are requesting an increase to [Requested Credit Limit]. We assure you that we will maintain timely payments and continue our commitment to a mutually beneficial relationship.

Please let us know if you require any further information or documentation to process our request. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]