

# Credit Limit Adjustment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to inquire about the possibility of adjusting my credit limit on account number [Your Account Number]. Due to [briefly explain the reason for the request, e.g., increased expenses, new financial commitments], I believe a review of my current limit is warranted.

I have been a customer of [Bank Name] for [duration] and have maintained a positive relationship, consistently meeting the payment deadlines. I appreciate the support provided by your bank and would be grateful if you could consider this adjustment.

Please let me know if there are any forms I need to fill out or additional documentation required for this inquiry. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]