

Credit Card Limit Increase Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]

[Credit Card Issuer's Name]
[Issuer's Address]
[City, State, Zip Code]

Dear [Credit Card Issuer's Representative's Name],

I am writing to formally request an increase in the credit card limit for my business credit card account (Account Number: [XXXX-XXXX-XXXX-XXXX]). Due to the growth of our operations and increased business expenses, we believe a higher limit would greatly assist us in managing our financial needs effectively.

Over the past [insert time period], our company has experienced [briefly explain the growth or change in business]. This increased activity has resulted in the need for additional credit to cover [explain specific business expenses].

We have maintained an excellent credit history with timely payments and responsible utilization of the existing credit limit. An increase in our limit would allow us to [explain reasons for needing an increased limit].

I appreciate your consideration of this request and look forward to your positive response. Should you need any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]