

Credit Extension Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of credit terms for our account with [Recipient's Company Name]. Due to [brief explanation of circumstances, e.g., increased project scope, delay in payment from clients], we are seeking to extend our credit limit from [current limit] to [requested limit].

This extension will enable us to continue our operations effectively and meet our obligations without disruption. We appreciate the support you have historically provided us, and we assure you that this request is made with sincere intent to sustain our mutually beneficial relationship.

We are willing to provide any additional information you may require to facilitate this request. Thank you for considering our application. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]