

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank/Financial Institution Name]
[Department/Contact Person]
[Bank Address]
[City, State, Zip Code]

Dear [Contact Person's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of increasing the credit limit on our business account with [Bank/Financial Institution Name].

As our business has grown significantly over the past year, we are experiencing an increase in our operational needs. An additional credit limit would greatly assist us in managing our cash flow effectively and seizing new opportunities.

Our business has maintained a positive payment history and we have consistently met our financial obligations. We believe that an increased credit limit will not only support our current needs but also contribute to our ongoing partnership with [Bank/Financial Institution Name].

We would appreciate any consideration you could provide regarding this request and would be happy to provide any additional information or documentation you may require to proceed.

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

Sincerely,

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