

Letter Requesting an Increase in Your Credit Limit

This package contains:

1. Instructions & Checklist for Writing a Letter Requesting an Increase in Your Credit Limit
2. Letter Requesting an Increase in Your Credit Limit

Instructions & Checklist for a Letter Requesting an Increase in Your Credit Limit

- This package contains: (1) Instructions & Checklist for a Letter Requesting an Increase in Your Credit Limit; and (2) Letter Requesting an Increase in Your Credit Limit.

- This form is designed to assist you in drafting a letter to a bank or other financial institution where you hold an account, requesting that they increase the credit limit of that account.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 8, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Re: [Account No.]:

Dear [Name of Recipient]

We have had the above-referenced account at [Recipient Bank's Name] for the past [length of time] and have maintained a perfect payment record within our current credit limit of [\$_____].

We are writing to let you know that we have now attracted new business, requiring us to order supplies in greater monthly quantities than previously and hire new staff – all of which promises a bright future for our business. However, this expansion requires greater flexibility in our cash accounts, and we therefore request an increase in our credit limit to [\$_____].

We are confident that, given our excellent history, this new limit can be made available to us immediately upon approval.

Please contact me if you require any additional information to process our request.

We look forward to your early response.

Cordially,

[Your Name]