

[Your Name]  
[Your Title]  
[Business Name]  
[Business Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Bank Manager's Name]  
[Bank Name]  
[Bank Branch Address]  
[City, State, Zip Code]

**Subject: Request for Business Overdraft Limit Increase for Account Number: [Account Number]**

Dear [Bank Manager's Name],

I am writing to formally request an increase in the overdraft limit for the above-mentioned business account. Our company is currently undergoing a phase of expansion, and we require additional working capital to manage the associated costs effectively.

Currently, our overdraft limit is set at [Current Limit]. We would like to request an increase to [Requested Limit]. This additional buffer will support our business in the following areas:

- [Reason 1: e.g., Purchasing additional inventory to meet seasonal demand]
- [Reason 2: e.g., Hiring new staff for the upcoming project]
- [Reason 3: e.g., Funding marketing and promotional activities for a new location]

As per our financial records, [Business Name] has maintained a strong relationship with your bank. We have consistently met our financial obligations and demonstrated steady revenue growth over the past [Number] years. We anticipate that this expansion will result in a [Percentage]% increase in turnover within the next [Number] months, allowing us to revert to our standard limits shortly.

Attached to this letter, please find our latest financial statements, cash flow projections, and a brief outline of our expansion plan for your review.

We would appreciate the opportunity to discuss this request further at your earliest convenience. Thank you for your continued support of our business.

Sincerely,

[Signature]

[Printed Name]