

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Bank Name]
[Bank Branch Address]
[Account Number]

Subject: Emergency Overdraft Limit Adjustment Request

Dear Bank Manager,

I am writing to formally request an emergency temporary increase to the overdraft limit on my account mentioned above. My current limit is [Current Limit], and I am requesting an adjustment to [Requested Limit].

This request is due to an unexpected emergency involving [briefly state reason, e.g., medical expenses / urgent home repairs / family emergency]. This increase is required to cover essential costs for a short period.

I anticipate that I will be able to clear the overdraft and return to my standard limit by [Date]. I have attached [mention any supporting documents, if applicable] to support this request.

Thank you for your prompt consideration of this urgent matter. Please let me know if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]