

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request for Project-Specific Overdraft Limit Adjustment - [Project Name/Reference Number]

Dear [Bank Contact Person Name or Manager],

I am writing to formally request an adjustment to our current overdraft limit for our account number [Account Number], specifically to support the execution of [Project Name].

Due to the specific cash flow requirements of this project, including [mention reason, e.g., upfront material procurement or delayed milestone payments], we require a temporary increase in our credit facility. We request the following adjustment:

- **Current Overdraft Limit:** [Amount]
- **Requested Overdraft Limit:** [Amount]
- **Effective Period:** From [Start Date] to [End Date]

Attached to this letter, you will find supporting documentation, including the project contract, projected cash flow statements, and our repayment plan. We anticipate returning to our standard limit once the [Project Phase/Final Payment] is completed.

We would appreciate your prompt review of this request. Please let us know if you require any additional information or a formal meeting to discuss this application further.

Thank you for your continued support of our business.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]