

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

[Date]

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

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

Dear [Bank Manager Name],

I am writing to formally request a temporary increase in the overdraft limit for my business account, [Account Number], to support our upcoming seasonal operations.

Due to the nature of our industry, we experience a significant increase in business activity during [mention season/months, e.g., the summer months/the holiday season]. To effectively manage this growth, we require additional working capital to cover [mention reasons, e.g., increased inventory purchases, temporary staffing costs, or marketing expenses].

We are requesting that our current overdraft limit of \$[Current Limit] be increased to \$[Requested Limit], effective from [Start Date] until [End Date].

Our business remains in a strong financial position, and we anticipate a substantial increase in revenue during this period which will allow us to clear the overdraft balance by [Date]. Attached to this letter, please find our [mention attachments, e.g., cash flow forecasts, recent financial statements, or purchase orders] to support this request.

Thank you for your ongoing support of our business. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title/Position]