

[Your Name/Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

Subject: Request for Adjustment of Working Capital Overdraft Limit - Account No: [Your Account Number]

Dear [Manager Name],

I am writing to formally request an adjustment to our current working capital overdraft facility. We are requesting that our existing limit of [Current Limit Amount] be increased to a new limit of [Requested Limit Amount], effective from [Desired Date].

The primary reason for this request is [briefly state reason, e.g., seasonal inventory buildup, expansion of operations, or new contract fulfillment]. We anticipate that this increased flexibility will allow us to manage our short-term cash flow requirements more efficiently during this period of growth.

To support this application, I have attached the following documents for your review:

- Updated Financial Statements (P&L and Balance Sheet)
- Cash Flow Projections for the next [Number] months
- [Any other relevant document, e.g., New Sales Contract]

Our company maintains a strong commitment to meeting its financial obligations, and we are confident in our ability to manage this adjusted limit responsibly. We would appreciate it if you could review this request at your earliest convenience.

Please let us know if you require any further information or a formal meeting to discuss this adjustment in detail. We look forward to your positive response.

Sincerely,

[Signature]

[Printed Name]
[Designation/Title]