

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Conditional Approval of Credit Limit Increase for Account [Account Number]

Dear [Customer Name],

We are pleased to inform you that your request for a credit limit increase has been conditionally approved. We have evaluated your account, and you are eligible for a new credit limit of \$[Amount], subject to the fulfillment of the conditions outlined below.

To finalize this increase, please provide the following documentation or complete the following steps:

- [Condition 1: e.g., Proof of current income/Pay stubs]
- [Condition 2: e.g., Signed copy of the updated credit agreement]
- [Condition 3: e.g., Verification of most recent tax returns]

Please submit these requirements by [Deadline Date]. Once we receive and verify the information, the new credit limit will be applied to your account within [Number] business days.

If the requested information is not received by the date mentioned above, this conditional offer will expire, and your current credit limit of \$[Current Limit] will remain in effect.

You may submit your documents via [Submission Method: e.g., Online Portal, Email, or Mail]. If you have any questions regarding these conditions, please contact our customer service department at [Phone Number].

Thank you for your continued business.

Sincerely,

[Sender Name]
[Title]
[Company Name]