

[Date]

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

Subject: Additional Documentation Required for Credit Limit Increase Request

Dear [Customer Name],

Thank you for your recent request to increase the credit limit on your account ending in [Last 4 Digits of Account Number].

To process your application further, we require additional information to verify your current financial status. Please provide copies of the following documents:

- Most recent pay stubs (last 2 months)
- Most recent Federal Tax Returns (Form 1040)
- Personal bank statements (last 3 months)
- [Optional: Business financial statements/Other documentation]

Please submit these documents by [Deadline Date] via one of the following methods:

- Secure Upload: [Website Link]
- Email: [Email Address]
- Fax: [Fax Number]
- Mail: [Mailing Address]

Once we receive and review these documents, we will notify you of our decision regarding your credit limit increase within [Number] business days.

If you have any questions, please contact our customer service department at [Phone Number].

Sincerely,

[Name/Department]
[Financial Institution Name]