

[Date]

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

Subject: Update Regarding Your 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].

After reviewing your account, we are pleased to inform you that we have approved a partial increase. While we were unable to grant the full amount requested at this time, your new credit limit has been set to **[\$New Total Credit Limit]**, effective immediately.

Account Summary:

- Previous Credit Limit: **[\$Old Limit]**
- New Credit Limit: **[\$New Limit]**
- Increase Amount: **[\$Amount of Increase]**

Our decision was based on several factors, including [Brief Reason, e.g., current credit bureau information / internal account history]. We encourage you to continue managing your account responsibly, as we periodically review accounts for future eligibility.

Your updated limit is now available for use. You will see this change reflected on your next billing statement.

If you have any questions regarding this update, please contact our customer service team at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Sender Name/Department]
[Financial Institution Name]