

[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 Type] account ending in [Last 4 Digits of Account Number].

We are currently reviewing your application. To complete our evaluation, we require additional time to verify your information and assess your account history. Your request is currently in a "Pending" status.

You can expect a final decision within [Number] business days. We will notify you of the outcome via [mail/email/online portal].

No further action is required from you at this time. If we need any additional documentation, we will contact you directly.

Thank you for your patience and for being a valued customer.

Sincerely,

[Your Name/Department]

[Financial Institution Name]

[Contact Phone Number]