

[Date]

[Contact Name]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: Credit Limit Increase for Account #[Account Number]

Dear [Contact Name],

We are pleased to inform you that following a recent review of your commercial account, [Your Company Name] has approved an increase to your credit limit.

Effective [Effective Date], your new credit terms are as follows:

- Previous Credit Limit: \$[Amount]
- New Credit Limit: \$[Amount]

This increase is a reflection of your excellent payment history and our valued business relationship. We hope this additional credit provides your company with greater financial flexibility for your upcoming projects and orders.

All other terms and conditions of your existing credit agreement remain in effect. You may begin utilizing this increased limit immediately.

If you have any questions regarding your account or this adjustment, please contact our Credit Department at [Phone Number] or via email at [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]