

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Bank or Financial Institution Name]
[Account Manager Name or Department]
[Address]
[City, State, Zip Code]

RE: Request for Temporary Credit Limit Increase - Account Number: [Your Account Number]

Dear [Contact Name],

I am writing to formally request a temporary increase in the credit limit for the above-referenced business account. We are seeking an increase from our current limit of \$[Current Limit] to a new limit of \$[Requested Limit].

We require this additional credit capacity for a period of [Number] months, beginning on [Start Date] and ending on [End Date].

The primary reason for this request is [Reason: e.g., to fulfill a large seasonal inventory order / to manage expenses for a specific short-term project / to cover upfront costs for a new contract]. This increase will allow us to maintain smooth operations and capitalize on this growth opportunity.

As per our history with your institution, we remain committed to our repayment schedule. We anticipate returning to our standard credit limit once the temporary period concludes and the associated revenue is realized.

I have attached [List of Documents: e.g., latest financial statements / purchase orders] to support this request. Please let me know if you require any further documentation or information.

Thank you for your continued support of our business.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]