[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: INCREASE OF CHARGE ACCOUNT LIMIT NOTICE**

Dear [CONTACT NAME],

We are happy to inform you that in light of a careful review of your charge account, we have come to the conclusion that your credit limit should be increased as follows:

 OLD CREDIT LIMIT: [AMOUNT]

 NEW CREDIT LIMIT: [AMOUNT]

Moreover, your new limit qualifies you for use of our instalment account. If you require additional information about this new account, please do not hesitate to call us and we will be happy to assist.

As you are a valued customer, we will always keep you informed about our special sales. We currently have a promotion on [PRODUCTS/SERVICES]. If you order by [DATE], we will give you a [%] rebate on all purchases.

We appreciate your continued patronage and look forward to being able to assist you and your business in the future.

Kind Regards

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]