April 20, 2010

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**OBJECT: REQUEST PERMANENT INCREASE IN CREDIT LIMIT**

Dear [CONTACT NAME],

As you know, our company has a credit facility with [BANK/COMPANY] since [DATE] and our payment record has always been satisfactory. We hereby request that you permanently increase the limit on our credit facility to [REQESTED AMOUNT OF CREDIT LIMIT].

Over the past [MONTHS/YEARS] years our business has experienced tremendous growth, and although this is a positive and desirable trend, we now require additional credit in order to allow us to adequately meet customer demand.

[BANK] already has our financial information in its records. Should you have any questions or require any additional information, please do not hesitate to contact me.

I would greatly appreciate this request to be executed at your earliest convenience. Thank you in advance for your collaboration.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]