[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

We have enjoyed doing business with your institution for the last [number of years] years. We have shown that our company is a reliable client and that we pay our bills promptly.

We would like to request an increase in our line of credit, which is currently limited to $[amount]. Our business is growing, and we need to purchase additional equipment. An increase in our credit limit to $[amount] will enable us to complete this planned expansion.

Should you require any additional financial information, please call me at [phone number]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Title]