**Format Letter to Bank for Increasing Credit Card Limit**

From:

Richard Brown

54, Robin Street

New York

Date: 09.09.22

To,

The Bank Manager

New Finance Bank

New York

54, Robin Street

New York

Sub: Request for increasing credit card limit.

Dear Sir/Madam,

I own the credit card of your esteemed bank from last decade and I have always been a very sincere user and I have always cleared my dues on time. I am writing this letter to kindly increase the credit card limit on my card to $ 25,000.

I have taken up a new job at Zenith Technologies as a Zonal Marketing Head and my job requires me to travel across North America. Though all these trip expenses are taken care of by the company but I am compensated for the same later on and at the first place, I have to use my credit card for all the transactions on these trips. Therefore, I request you to kindly increase the limit on my credit card so that I can have hassle-free tips.

The last month statement of my card reflects that I ran out of my limit the last month because a lot of travelling was involved and it caused me a lot of trouble as managing cash during travelling is not easy.

I am hopeful that you are going to understand my situation and will approve my request to increase the card limits. I will very thankful if you could please have this request processed at the earliest.

Thanking in anticipation.

Sincerely,

Richard Brown

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