



# CREDIT LIMIT INCREASE REQUEST

Date: \_\_\_\_\_

Reference: \_\_\_\_\_

## SENDER (COMPANY)

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Postal: \_\_\_\_\_

Reg No: \_\_\_\_\_

VAT/TaxID: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## RECIPIENT (BANK/ISSUER)

Bank Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Subject: Request for Increase in Company Credit Limit**

Dear \_\_\_\_\_,

### 1. Introduction & Purpose

We, [Company Name], currently maintain a corporate credit facility with your institution. We are writing to formally request a review and subsequent increase of our existing credit limit based on our current business requirements and financial performance.

### 2. Company & Account Overview

<b>Business Registration Number</b>	
<b>Industry Type</b>	
<b>Years in Operation</b>	

<b>Annual Revenue (Last Fiscal Year)</b>	
<b>Number of Employees</b>	
<b>Credit Account Number</b>	
<b>Credit Product Type</b>	
<b>Current Credit Limit</b>	
<b>Average Monthly Utilization</b>	

### 3. Requested Credit Limit Details

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Current Credit Limit: \_\_\_\_\_

Requested New Credit Limit: \_\_\_\_\_

Requested Effective Date: \_\_\_\_\_

Increase Type (Perm/Temp): \_\_\_\_\_

### 4. Reason for Credit Limit Increase

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### 5. Supporting Documents Enclosed

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- Audited Financial Statements (Last 2 Years)
- Recent Bank Statements
- Accounts Receivable Aging Report
- Tax Returns
- Cash Flow Forecast
- Other: \_\_\_\_\_

"I hereby confirm that the information provided above is accurate and that the requested credit increase will be used solely for legitimate business purposes."

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Authorized Signatory Name

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Designation / Title

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Signature

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Date

Company  
Seal / Stamp (Optional)

SAMPLE POPULATED EXAMPLE

GLOBAL LOGISTICS LTD.

# CREDIT LIMIT INCREASE REQUEST

Date: February 03, 2026

Reference: GL-FIN-2026-089

## SENDER (COMPANY)

Legal Name: **Global Logistics Solutions Ltd.**

Address: **124 Industrial Way, Suite 500**

City/Postal: **Metropolis, 10101, United Kingdom**

Reg No: **UK-8829302-B**

VAT/TaxID: **GB 123 4567 89**

Contact Person: **Sarah Jenkins, Finance Director**

Phone: **+44 20 7946 0123**

Email: **s.jenkins@globallogistics.com**

## RECIPIENT (BANK/ISSUER)

Bank Name: **Premier Commercial Bank**

Department: **Corporate Credit Department**

Address: **88 Financial Plaza, Canary Wharf**

City/State/Zip: **London, E14 5AH**

### Subject: Request for Increase in Company Credit Limit

Dear **Mr. Harrison Thorne**,

## 1. Introduction & Purpose

We, **Global Logistics Solutions Ltd.**, currently maintain a corporate credit facility with your institution. We are writing to formally request a review and subsequent increase of our existing credit limit based on our current business requirements and financial performance.

**Since our last review, Global Logistics has secured three major international freight contracts which require increased operational liquidity for upfront carrier payments and fuel surcharge management.**

## 2. Company & Account Overview

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<b>Business Registration Number</b>	UK-8829302-B
<b>Industry Type</b>	Logistics & Supply Chain Management
<b>Years in Operation</b>	12 Years
<b>Annual Revenue (Last Fiscal Year)</b>	£14,500,000.00
<b>Number of Employees</b>	145 FTE
<b>Credit Account Number</b>	XXXX-XXXX-XXXX-8812
<b>Credit Product Type</b>	Commercial Mastercard Corporate
<b>Current Credit Limit</b>	£250,000.00
<b>Average Monthly Utilization</b>	88% (£220,000.00)

### 3. Requested Credit Limit Details

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Current Credit Limit: £250,000.00

Requested New Credit Limit: £500,000.00

Requested Effective Date: March 01, 2026

Increase Type (Perm/Temp): Permanent Increase

### 4. Reason for Credit Limit Increase

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The expansion of our fleet and the acquisition of the North American Shipping Contract necessitate higher daily expenditure limits to cover customs duties and port fees. Our current limit of £250k is being reached within the first two weeks of each billing cycle, causing operational delays during mid-month transits.

### 5. Supporting Documents Enclosed

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- Audited Financial Statements (Last 2 Years)
- Recent Bank Statements
- Accounts Receivable Aging Report
- Tax Returns
- Cash Flow Forecast
- Other: \_\_\_\_\_

"I hereby confirm that the information provided above is accurate and that the requested credit increase will be used solely for legitimate business purposes."

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**Sarah Jenkins**

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**Finance Director**

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**S. Jenkins**

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**February 03, 2026**

