

COMPANY LOGO

Company Credit Limit Increase Request Letter

Date: _____

Reference No.: _____

FROM (SENDER):

Company Legal Name: _____

Address: _____

City, State, ZIP: _____

Business Reg. No: _____

EIN: _____

Contact Person: _____

Phone: _____

Email: _____

TO (RECIPIENT):

Bank/Issuer: _____

Department: _____

Branch Address: _____

City, State, ZIP: _____

Subject: Request for Increase in Company Credit Limit

Dear _____,

1. Introduction & Purpose

2. Company & Credit Account Overview

Description	Details
Business Registration Number	
Industry Type	
Years in Operation	
Annual Revenue (Last Fiscal Year)	

Number of Employees	
Credit Account Number	
Credit Product Type	
Current Credit Limit	
Average Monthly Utilization	

3. Requested Credit Limit Details

Current Credit Limit: _____

Requested New Credit Limit: _____

Requested Effective Date: _____

Increase Type (Permanent / Temporary): _____

4. Reason for Credit Limit Increase

5. Supporting Documents Enclosed

- Audited Financial Statements (Last 2 Years)
- Recent Bank Statements
- Accounts Receivable Aging Report
- Federal Tax Returns
- Cash Flow Forecast
- Other Supporting Documents: _____

DECLARATION STATEMENT

"I confirm that the information provided above is accurate and complete. The requested credit limit increase will be used solely for legitimate business purposes, and the company agrees to comply with all terms and conditions set by the issuing institution."

Authorized Signatory
Name:

Title / Designation:

Date: _____

Signature: _____



GLOBAL TECH INC.

Company Credit Limit Increase Request Letter

Date: 02/03/2026

Reference No.: GT-2026-CR01

FROM (SENDER):

Global Tech Solutions Inc.
123 Enterprise Way, Suite 500
San Francisco, CA 94107
Reg: C1234567 | EIN: 12-3456789
Contact: Sarah Jenkins, CFO
Ph: +1 (555) 555-1234
Email: s.jenkins@globaltech.example

TO (RECIPIENT):

First National Trust Bank
Corporate Credit Services
900 Financial Plaza
Los Angeles, CA 90012

Subject: Request for Increase in Company Credit Limit

Dear Credit Committee Members,

1. Introduction & Purpose

Global Tech Solutions Inc. has maintained a corporate credit account with First National Trust since 2021. Due to our current expansion into the European market and increased procurement needs, we are formally requesting an evaluation for a credit limit increase on our primary corporate account ending in -8824.

2. Company & Credit Account Overview

Description	Details
Business Registration Number	C1234567
Industry Type	SaaS / Technology Services
Years in Operation	5 Years
Annual Revenue (Last Fiscal Year)	\$12,500,000 USD

Number of Employees	145
Credit Account Number	XXXX-XXXX-XXXX-8824
Credit Product Type	Corporate Visa Signature
Current Credit Limit	\$150,000 USD
Average Monthly Utilization	85%

3. Requested Credit Limit Details

Current Credit Limit: **\$150,000**

Requested New Credit Limit: **\$500,000**

Requested Effective Date: **03/01/2026**

Increase Type: **Permanent**

4. Reason for Credit Limit Increase

Global Tech Inc. is currently undergoing a significant inventory expansion to support three new government contracts signed in Q4 2025. The increased limit will allow for timely vendor payments for server infrastructure and software licenses without disrupting daily operations or hitting utilization caps early in the billing cycle.

5. Supporting Documents Enclosed

Audited Financial Statements (Last 2 Years)

Recent Bank Statements

Accounts Receivable Aging Report

Federal Tax Returns

Cash Flow Forecast

DECLARATION STATEMENT

"I confirm that the information provided above is accurate and complete. The requested credit limit increase will be used solely for legitimate business purposes, and the company agrees to comply with all terms and conditions set by the issuing institution."

Authorized Signatory Name: Sarah Jenkins

Signature: _____

Title / Designation: Chief Financial Officer

Date: 02/03/2026