Date:

Mention the name of the bank manager.

Mention the name of the bank.

**Subject: Request to increase the credit line**

I have been using the credit card of your bank for more than 3 years. I have a good record of paying all the bills on time. Due to this, the bank has declared my bank account as a most punctual account. Based on this record, I would like to request you to increase my credit line.

I am starting a new job at ABC Company and my job requires me to travel more than usual. I know that my company will sponsor my travel expenses but there are so many such expenses that I will have to bear from my pocket. I apprehend that I would fall short of money if I used a credit card for this purpose. Therefore, I am in dire need to get an increase in my credit line. I am attaching a list of all my expenses in an attachment with this letter.

You can check my record to know that while traveling, I use my credit card extensively. My credit limit is often exhausted, and I don’t feel comfortable traveling with cash as it is not safe.

I have submitted all the documents that you need to know if I deserve to get an increased credit line. I would be highly obliged if you accept and process my request at your earliest convenience.

Regards

Sincerely,

Name of the lender