

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Request for ATM Card Limit Increase

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request an increase in the limit of my ATM card.

Account Details:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

ATM Card Number: [Last Four Digits of Your ATM Card]

Currently, my ATM withdrawal limit is set at [Current Limit]. However, due to [brief explanation of your reasons, e.g., increased expenses, travel plans, etc.], I find that I need a higher limit to accommodate my financial needs.

I have been a loyal customer of [Bank Name] for [duration of time] and have maintained a good standing with my account. I believe that an increased limit will help me manage my financial transactions more effectively.

I kindly request that you review my account and consider my request for an increased limit to [Desired Limit]. I am willing to provide any further information or documentation if needed.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]