

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a credit card limit increase on my [specific card name] credit card. My account number is **** * [last four digits].

Since opening my account on [account opening date], I have consistently made timely payments and maintained a positive credit utilization ratio. This increase would greatly assist me in managing my expenses and maintaining my financial goals.

I appreciate your consideration of my request. Please let me know if you require any further information. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]