

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for OD Enhancement

I hope this message finds you well. I am writing to formally request an enhancement of my overdraft (OD) facility with [Bank/Financial Institution Name].

Due to [briefly explain reason, e.g., unexpected expenses, cash flow challenges], I believe that an enhancement of my OD will enable me to manage my finances more effectively. My current OD limit is [current limit], and I would like to request an increase to [requested limit].

I have maintained a good repayment history and have been a loyal customer since [year]. I am confident that this enhancement will allow me to navigate the current financial landscape more effectively.

Please let me know if you require any further documentation or information to process my request. I appreciate your consideration and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]