

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Overdraft Enhancement

I hope this message finds you well. I am writing to formally request an enhancement to my overdraft limit on my account [Your Account Number] with [Bank/Financial Institution Name].

Due to [briefly explain your reason, e.g., temporary cash flow challenges, unexpected expenses, etc.], I find myself in need of a higher overdraft limit to manage my finances effectively. I believe that a limit of [desired overdraft amount] would help me navigate this period more smoothly.

I have been a customer of [Bank/Financial Institution Name] since [Year], and I have always maintained a positive account history. I appreciate the support and services provided by your institution, and I am confident I can manage the enhanced overdraft responsibly.

I kindly ask you to consider my request and look forward to your favorable response. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]