

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

Subject: Request for Increase of PPP Loan Amount

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request an increase in my Paycheck Protection Program (PPP) loan amount associated with my business, [Your Business Name], under loan number [Loan Number]. Due to [briefly explain the reason for the request, e.g., increased operational costs, extended payroll needs, etc.], I believe that an increase in my PPP loan will better support the sustainability of my business during these challenging times.

As per the guidelines, I have attached the necessary documentation that supports my request, including [list any supporting documents, e.g., updated payroll records, financial statements, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]