

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Notice of Charge Account Credit Limit Raise

Dear :

Because we value you as a customer, we are raising your charge account credit limit. Please sign the enclosed acceptance form and mail it back to us.

We thank you for your business and we look forward to assisting you with all of your shopping needs.

Sincerely,

N A M E