To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Approval Letter for Increase in Credit limit**

Dear Mr./Mrs. [name of Recipient],

This is to inform you that your request for increase in credit limit, as received on [mention date], has been duly approved. The old credit limit for your account was [mention old credit limit amount] and the new approved credit limit is [mention the new credit limit amount]. Please find attached the copy of our original credit agreement as well as it explains in detail the original terms and conditions of the credit agreement.

I hope that this approval of your request will definitely facilitate and suit you. For further queries or information, feel free to contact us through the given below contact details.

Best Regards,

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]