

[Date]

[Name of recipient]

[Title]

[Company]

[Address]

[City, St. Zip]

Dear [Name of Recipient],

We are pleased to inform you that your request to increase your credit limit has been approved. The new credit limit is \$[Amount]. Additionally, along with this approval letter, you will find an exact copy of our credit terms. This document explains in detail the amount you will be billed every month.

We are sure that these terms will better facilitate doing business with each other.

Sincerely,

Your Name.