

June 12, 2014

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: CHARGE ACCOUNT LIMIT RAISE

Dear [CONTACT NAME],

I am pleased to inform you that after careful review of your charge account, we have decided to increase your credit limit as follows:

OLD CREDIT LIMIT: [AMOUNT]
NEW CREDIT LIMIT: [AMOUNT]

Moreover, your new status qualifies you for use of our installment account. Should you require additional information about this new account, please call me as I will be happy to help.

You are a valued customer, and as such, we always keep you informed about our special sales. We currently have a promotion on [PRODUCTS/SERVICES]. If you order by [DATE], we will give you a [%] rebate on all your purchases.

We appreciate your continued patronage, and look forward to being able to assist you in the near future.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com