

To,  
The Manager,  
Kotak Mahindra Bank Limited,  
Branch Name: \_\_\_\_\_  
City: \_\_\_\_\_

Date: \_\_\_\_\_

**Sub: Request for increase/ decrease in credit limit in respect of Kotak Credit Card**

Dear Sir / Madam,

I have been issued Kotak Credit Card with following details;

Customer Relationship Number	
Credit Card Number	
Current Credit Limit (80% of lien amount)	
Lien Marked Fixed Deposit Number	
Current Fixed Deposit Amount	To be filled by bank official
Current Lien Amount on Fixed Deposit	To be filled by bank official

I now request you to  increase /  decrease the credit limit on the said credit card as mentioned below;

New Credit Limit (80% of lien amount)	
New Lien Amount on Fixed Deposit (#)	To be filled by bank official

I further request the Bank to increase the amount on which the lien has been marked on the above mentioned Fixed Deposit to Rs. (#) \_\_\_\_\_ to secure the amounts due under the increased credit limit to be granted to me.

I state that said credit card shall continue to be subject to the terms and conditions as contained in the Most Important Terms and Conditions and Cardholder Agreement as applicable thereto. I also agree to have been informed by the Bank official on changed lien amount on my Fixed Deposit.

Regards,

<Customer Name & Signature>