

致 : 上海商業銀行 - 信用卡服務部  
To : Shanghai Commercial Bank Ltd.  
Credit Card Service Department

**Request for credit limit adjustment**      **信用額調整之申請**

信用卡賬號

Credit Card Account No. : \_\_\_\_\_

持卡人姓名

Cardholder Name : \_\_\_\_\_

聯絡電話

Contact Telephone No. : \_\_\_\_\_

- 請將本人之信用額臨時增加至 HK\$

Please temporarily increase my credit limit to HK\$ \_\_\_\_\_

期限 : 由 \_\_\_\_\_ 至 \_\_\_\_\_

Period : from \_\_\_\_\_ to \_\_\_\_\_

- 請將本人之信用額正式增加至 HK\$

Please permanently increase my credit limit to HK\$ \_\_\_\_\_

現附上本人之最近稅單 / 糧單 / 銀行存款記錄 (最近三個月)

Enclosed is my latest tax return / salary advice / bank deposit record (past 3 months).

\_\_\_\_\_  
持卡人簽署      cardholder's signature

日期 Date :