

Business Line of Credit Closure Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to inform you that as of [Closure Date], your business line of credit with us will be officially closed. This decision has been made after careful consideration.

We would like to take this opportunity to thank you for your business and your trust in us. Should you have any outstanding balances, please ensure they are settled by the closure date to avoid any complications.

If you have any questions or need further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]