

Change in Credit Limit Notification

Date: [Insert Date]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to inform you of a change in your credit limit with [Company Name]. After reviewing your account and payment history, we are pleased to announce that your credit limit has been increased/decreased from [Old Limit] to [New Limit], effective immediately.

If you have any questions regarding this change, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]