

Credit Limit Adjustment Notification

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to inform you of an adjustment to your credit limit with [Company Name]. After a thorough review of your account and payment history, we have decided to [increase/decrease] your credit limit.

Your new credit limit, effective immediately, is [Insert New Credit Limit Amount]. We believe this adjustment reflects your creditworthiness and our commitment to supporting your financial needs.

If you have any questions or need further assistance regarding this adjustment, please do not hesitate to contact us at [Contact Information].

Thank you for choosing [Company Name]. We look forward to continuing to serve you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]