

Important Notice

Dear [Customer Name],

We are writing to inform you that due to recent evaluations of your account, we will be adjusting your credit limit. Your new credit limit will be [New Credit Limit Amount], effective [Effective Date].

This decision was based on [brief explanation of reason, such as payment history, credit utilization, etc.]. We understand that this may impact your financial planning and we encourage you to reach out if you have any questions or concerns.

If you wish to discuss your credit options with us, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Contact Information]