

Line of Credit Termination Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of your line of credit with [Your Company Name], effective [Termination Date]. This decision has been made following a thorough review of your account.

Please take notice that as of the termination date, all outstanding balances must be settled in full. Any further transactions will not be permitted under this line of credit.

If you have any questions or require additional information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]