

# Notification of Need for Credit Limit Revision

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of the need for a revision of your credit limit with [Company Name]. Due to [brief explanation of the reason, e.g., changes in your financial situation, increased business needs, etc.], we believe it is important to reassess your current credit arrangement.

To facilitate this process, please provide us with the necessary documentation at your earliest convenience. This may include recent financial statements, tax returns, or any other relevant information that could assist in evaluating your request.

We value our relationship with you and are committed to supporting your needs. Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]