

Important Notice Regarding Your Credit Card Account

Date: [Insert Date]

Dear [Cardholder's Name],

We hope this message finds you well. We are writing to inform you of a temporary decrease in your credit card limit for your account ending in [last four digits of card number].

Due to [reason for limit decrease, e.g., recent account activity, credit risk assessment, etc.], we have decided to temporarily adjust your credit limit to [new credit limit]. This change will take effect on [effective date].

Please be assured that this is a temporary measure and we will review your account again on [review date]. We appreciate your understanding and are committed to supporting you during this period.

If you have any questions or concerns, please do not hesitate to contact our customer service at [customer service phone number] or [customer service email address].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]