

Credit Card Limit Reporting Statement

Date: [Insert Date]

To: [Account Holder's Name]

[Account Holder's Address]

Dear [Account Holder's Name],

We are writing to inform you about your current credit card limit and usage details as of [Insert Date].

Account Summary

Account Number: [Last Four Digits of Credit Card]

Current Credit Limit: \$[Insert Credit Limit]

Current Balance: \$[Insert Current Balance]

Available Credit: \$[Insert Available Credit]

Usage Overview

Your credit utilization ratio is [Insert Percentage]%, which is a reflection of your current outstanding balance compared to your credit limit.

Important Note

Keeping your credit utilization low is beneficial to your credit score. We recommend maintaining a balance below 30% of your credit limit.

If you have any questions or need further assistance, please do not hesitate to contact our customer service team.

Thank you for being a valued customer.

Sincerely,

[Your Bank's Name]

[Customer Service Contact Information]