

Important Notification Regarding Your Credit Limit

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that, after a recent review of your account, we have made the decision to decrease your credit limit from [Old Limit] to [New Limit], effective [Effective Date].

This decision was based on our assessment of various factors, including but not limited to your recent payment history and overall account activity.

We understand that changes like this can be concerning, and we want to assure you that we are here to help. If you have any questions or would like to discuss this matter further, please do not hesitate to reach out to our customer service team at [Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]