

Notice of Credit Limit Decrease

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Account Number: [Insert Account Number]

Dear [Customer Name],

We are writing to inform you that your credit limit has been adjusted. Effective [Insert Effective Date], your new credit limit will be [Insert New Credit Limit]. This decision was made after a review of your account and credit history.

We understand that this may come as a surprise, and we encourage you to reach out to us should you have any questions or require further clarification.

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Contact Information]