

Dear [Recipient's Name],

This is a reminder regarding your current spending limit of [amount]. As we approach the end of the month, please ensure that your expenditures remain within this limit to avoid any complications.

If you need to make adjustments or have any questions regarding your spending limit, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]