

[Bank Name]
[Department Name]
[Bank Address]
[City, State, Zip Code]

[Date]

[Company Name]
[Contact Person Name]
[Company Address]
[City, State, Zip Code]

Subject: Notification of Adjustment to Commercial Overdraft Facility Limit

Dear [Contact Person Name],

This letter serves as formal notification regarding a change to the commercial overdraft facility associated with your account number: [Account Number].

Following a recent review of your account performance and credit requirements, we have adjusted your overdraft limit as follows:

- **Previous Overdraft Limit:** [Amount and Currency]
- **New Overdraft Limit:** [Amount and Currency]
- **Effective Date:** [Date]

The terms and conditions governing this facility, including interest rates and fees, remain in accordance with your existing Facility Agreement dated [Date of Original Agreement].

If you have any questions regarding this adjustment or require further financial assistance, please contact your Relationship Manager, [Manager Name], at [Phone Number] or via email at [Email Address].

Thank you for your continued business.

Sincerely,

[Authorized Signatory Name]
[Title/Position]
[Bank Name]