

[Bank Name]
[Department/Branch]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Company Name]
[Authorized Officer Name]
[Company Address Line 1]
[City, State, Zip Code]

RE: Notice of Reduction in Corporate Overdraft Limit

Dear [Authorized Officer Name],

This letter serves as formal notification regarding the overdraft facility associated with your corporate account, account number ending in [XXXX].

Following a recent periodic review of your account performance and our internal credit risk assessment, [Bank Name] has decided to reduce your current overdraft limit.

The details of the adjustment are as follows:

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

If your current outstanding balance exceeds the new limit of [Amount], we kindly request that you deposit sufficient funds to bring the account within the revised limit by [Date]. Please be advised that any transactions attempted in excess of the new limit after the effective date may be declined, and applicable fees may be charged.

This decision is based on [Reason: e.g., general change in bank policy / recent credit history review / account inactivity]. We encourage you to review your cash flow requirements to ensure this adjustment does not disrupt your business operations.

If you have any questions regarding this adjustment or wish to discuss your financing options, please contact your Relationship Manager, [Manager Name], at [Phone Number] or via email at [Email Address].

Thank you for your continued business with [Bank Name].

Sincerely,

[Signature]
[Sender Name]
[Title/Position]