

[Company Letterhead/Logo]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Advisory Notice - Credit Limit Exposure Breach

Dear [Contact Person Name],

This letter is to formally notify you that your account, associated with account number [Account Number], has exceeded its established credit limit of [Approved Credit Limit Amount].

As of [Date], your current outstanding balance stands at [Current Balance Amount], resulting in a total exposure breach of [Excess Amount].

Our records indicate that this exposure is due to [mention reason, e.g., recent high-value orders / overdue invoices / interest charges]. Please be advised that while your account is in breach of its limit, we may be unable to process further orders or provide additional services until the balance is brought within the agreed terms.

Action Required:

To restore your account to good standing, we request that you perform one of the following actions by [Deadline Date]:

- Make a payment of [Amount Required to Clear Breach] to bring the account back within its limit.
- Provide a formal request for a credit limit review along with updated financial documentation if you require a permanent increase.

If payment has already been sent, please disregard this notice. You may view your current statement and make payments online at [Website Link] or via bank transfer to [Bank Details].

Should you have any questions regarding this advisory or wish to discuss a repayment schedule, please contact our Credit Department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Name of Sender]

[Title/Position]
[Department Name]