

[Date]

[Customer Name]

[Street Address]

[City, State, Zip Code]

Subject: Notice of Change to Your Credit Limit

Dear [Customer Name],

Thank you for being a customer of [Financial Institution Name]. We are writing to inform you that we have reduced the credit limit on your [Account Type] account ending in [Last 4 Digits of Account Number].

Effective [Date], your new credit limit is \$[Amount].

Reason(s) for this Decision:

- [Insert specific reason, e.g., Low credit score]
- [Insert specific reason, e.g., Serious delinquency]
- [Insert specific reason, e.g., High utilization of existing credit lines]

Information About Your Credit Score:

In taking this action, we used information from a report provided by the consumer reporting agency listed below. They did not make the decision to take this action and are unable to provide you with the specific reasons why the action was taken.

[Credit Reporting Agency Name]

[Address]

[Phone Number]

[Website]

Your credit score: [Score]

Date: [Date score was calculated]

Scores range from a low of [Low Range] to a high of [High Range].

Key factors that adversely affected your credit score:

- [Factor 1]
- [Factor 2]
- [Factor 3]
- [Factor 4]

Your Rights:

Under the Fair Credit Reporting Act, you have the right to obtain a free copy of your credit report from the agency listed above if you request it within 60 days of receiving this notice. You also have the right to dispute the accuracy or completeness of any information in the report.

If you have any questions regarding your account, please contact our customer service department at [Phone Number].

Sincerely,

[Name/Department]

[Financial Institution Name]