

**DATE:** [Insert Date]

**TO:**

[Business Name]

[Street Address]

[City, State, Zip Code]

**RE: Notice of Revocation of Unsecured Credit Privileges**

Dear [Contact Name/Business Owner],

Please be advised that after a recent review of your account, [Your Company Name] has decided to revoke your unsecured credit privileges, effective [Insert Date].

Consequently, all future orders or services must be paid in full at the time of purchase via [Cash/Credit Card/ACH] until further notice. Any outstanding balances currently on your account remain due and payable according to your existing terms.

This decision was based on the following reason(s):

- [Reason: e.g., Repeated late payments]
- [Reason: e.g., Change in credit risk profile]
- [Reason: e.g., Failure to provide updated financial statements]

If you have any questions regarding this notification or wish to discuss the status of your outstanding balance, please contact our Credit Department at [Phone Number] or via email at [Email Address].

We value your business and look forward to continuing our professional relationship under these updated payment terms.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]