

[Company Header/Logo]

[Date]

[Recipient Name]

[Recipient Job Title]

[Business Name]

[Street Address]

[City, State, Zip Code]

**RE: Notice of Revocation of Unsecured Credit Privileges - Account #[Account Number]**

Dear [Recipient Name],

This letter serves as formal notification that [Your Company Name] has elected to revoke the unsecured credit privileges previously extended to [Business Name], effective [Date].

This decision was made following a recent review of your account status and internal credit risk assessments. As a result of this change, all future orders and services must be paid in full at the time of purchase via [Accepted Payment Methods, e.g., Credit Card, Wire Transfer, or ACH].

Please note the following regarding your current account standing:

- **Outstanding Balance:** The current balance of \$[Amount] remains due under the original terms of your invoices.
- **Pending Orders:** Any orders currently in process will require immediate payment before shipment or completion.
- **Future Credit Requests:** Your account may be eligible for a credit re-evaluation after [Time Period, e.g., six months] of consistent payment history.

We value your business and wish to continue our professional relationship under these updated payment terms. If you have questions regarding this transition or wish to discuss a payment plan for your outstanding balance, please contact our Credit Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]