

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Customer Name]  
[Customer Business Name]  
[Customer Address]  
[City, State, Zip Code]

**Subject: Notification of Revocation of Unsecured Credit Privileges**

Dear [Customer Contact Name],

This letter serves as formal notification that [Your Company Name] has decided to revoke your unsecured credit privileges, effective [Date].

Following a recent review of your account, we have determined that we can no longer extend credit on an unsecured basis. This decision was based on [Reason: e.g., consistent late payments / change in credit risk profile / breach of credit terms].

Effective immediately, 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 Cash].

Regarding your current outstanding balance of \$[Amount], please note that the existing terms of payment still apply. We expect the balance to be settled in full by [Date].

If you have any questions regarding this change or wish to discuss alternative payment arrangements, please contact our accounting department at [Phone Number] or [Email].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]