[Date]

[Customer Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Notice of Credit Limit Reduction Regarding Account Ending in [Last 4 Digits]

Dear [Customer Name],

Thank you for being a customer of [Financial Institution Name]. We are writing to inform you of a change regarding your credit account. After a recent review of your account, we have decided to reduce your credit limit from $[Former Limit] to $[New Limit], effective [Date].

Our decision was based in whole or in part on information obtained in a report from the consumer reporting agency listed below:

[Consumer Reporting Agency Name]
[Agency Address]
[Agency Phone Number]
[Agency Website]

The reporting agency played no part in our decision and is unable to supply specific reasons why we have taken this action. Under the Fair Credit Reporting Act, you have the right to obtain a free copy of your credit report from this agency 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.

The principal reason(s) for our decision are as follows:

- [Reason 1, e.g., Insufficient usage of existing credit line]
- [Reason 2, e.g., Delinquency on other credit obligations]
- [Reason 3, e.g., Significant decrease in credit score]

Information About Your Credit Score

We also used your credit score in making this decision. Your credit score is a number that reflects the information in your credit report. Your credit score can change over time.

- Your Credit Score: [Score]
- Date: [Date Score was Obtained]
- Scores range from a low of [Low Range] to a high of [High Range]
- Key factors that adversely affected your credit score: [List Factors Provided by Agency]

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

Sincerely,

[Sender Name/Department]
[Financial Institution Name]
