

[Company Header/Logo]

[Date]

[Business Name]

[Recipient Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Important Notice Regarding Your Business Credit Limit

Dear [Recipient Name],

We are writing to inform you of a formal adjustment to the credit limit on your business account ending in [Last 4 Digits of Account Number].

Effective [Date], your credit limit has been revised as follows:

- Previous Credit Limit: \$[Amount]
- New Credit Limit: \$[Amount]

This decision was reached following a periodic review of account activity and current financial market conditions. Please be assured that this adjustment does not necessarily reflect your payment history with us, but is part of our ongoing risk management strategy.

Important Action Items:

- Please ensure your current outstanding balance does not exceed the new limit.
- If your current balance is currently over the new limit, please make a payment to bring the account within the new threshold by [Date].
- Update any automated purchasing systems you may have to reflect this change.

We value your business and remain committed to supporting your professional needs. If you have any questions regarding this change or wish to provide updated financial documentation for a future reconsideration, please contact our Credit Department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Title]

[Financial Institution/Company Name]