

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Notice of Credit Limit Adjustment - Account ending in [Last 4 Digits]

Dear [Customer Name],

We are writing to inform you of a change to your credit account. After a recent review of your financial profile, we have decided to decrease the credit limit on your account.

New Credit Limit: \$[Amount]

Effective Date: [Date]

Reason for this Decision

This adjustment was made based on our evaluation of your current debt-to-income ratio. Our records and recent credit data indicate that your total monthly debt obligations are high relative to your reported income. This change is intended to ensure that your credit limit remains aligned with your current financial capacity.

Impact on Your Account

- You may continue to use your card up to the new credit limit.
- If your current balance exceeds the new limit, you will not be able to make new purchases until the balance is paid down.
- This change does not affect your interest rate or your obligation to make monthly payments.

Your Right to Review Your Credit Report

Our decision was based in part on information obtained from the following consumer reporting agency:

[Credit Bureau Name]

[Address]

[Phone Number]

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. You also have the right to dispute the accuracy or completeness of any information in the report.

If you have updated income information that you would like us to consider, or if you have any questions regarding this notice, please contact our customer service department at [Phone Number].

Sincerely,

[Sender Name/Department]
[Financial Institution Name]