

[Company Letterhead/Logo]

[Date]

[Recipient Name]

[Job Title]

[Client Company Name]

[Street Address]

[City, State, Zip Code]

Subject: Notification of Credit Limit Adjustment - Account [Account Number]

Dear [Recipient Name],

We are writing to formally notify you of a change regarding the credit limit associated with your corporate account [Account Number].

After a recent periodic review of our accounts, we have decided to adjust your credit limit. Effective [Date of Change], your new credit limit will be [New Credit Limit Amount]. Your previous limit was [Old Credit Limit Amount].

This adjustment was determined based on [mention brief reason, e.g., current market conditions / recent account activity / internal risk policy updates]. Please note that this change does not affect your current outstanding balance or your required payment schedule.

If your current outstanding balance exceeds the new limit, we kindly ask that you make a payment to bring the account within the new threshold by [Deadline Date].

If you have any questions regarding this adjustment or wish to provide updated financial documentation for a future reconsideration, please contact our Credit Department at [Phone Number] or via email at [Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]