

[Date]

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

Subject: Important Update Regarding Your Credit Account

Dear [Customer Name],

We are writing to inform you of a change to your account ending in [Last 4 Digits of Account Number]. Based on a recent review of your account history, we have decreased your credit limit.

Your New Credit Account Details:

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

Reason for This Change:

This decision was made due to missed or late payments on your account. Specifically, our records indicate that your payment(s) due on [Date/s] were not received by the required deadline.

Please note that if your current balance exceeds your new credit limit, you are required to pay the difference immediately. Furthermore, any transactions that cause your balance to exceed this new limit may be declined.

We value your business and encourage you to resume regular monthly payments to maintain your account in good standing. If you have questions regarding this change or if you believe there has been an error, please contact our customer service department at [Phone Number].

Sincerely,

[Company Name]
[Department Name]
[Contact Information]