[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: NEW CREDIT RESTRICTIONS**

Dear [CONTACT NAME],

After [NUMBER] months of timely payments, we have noticed that your last [NUMBER] bills were [NUMBER] days late. We are concerned about the change in your pattern of payment. Instead of stopping your credit line, we have reduced it to [AMOUNT].

If, after [NUMBER] months, you are paying the bills on-time, we will re-assess an increase in your credit line.

Your business is vital to us. We hope to increase your credit line in the future.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]