[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: NOTICE OF CREDIT LIMIT**

Dear [CONTACT NAME],

Our review of your account indicates a present balance of [AMOUNT] owed to our company.

Every account is carefully assessed to assign a suitable credit limit that we believe is consistent not only with our interests, but the interests of the customer as well. We have established [AMOUNT] as your credit allowance and believe it is appropriate to both interests.

We can now only ship future orders on C.O.D. terms until your balance is reduced since you are at or near the aforementioned credit limit.

We would happily discuss your account with you if you believe an increased credit line is justified.

We hope that you will understand the need for this action.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]