[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: TERMINATION OF CREDIT LINE**

Dear [CLIENT NAME],

It has been brought to our attention that your past due account requires reviewing. Your several years of loyalty has lead us to hold you in high regard and therefore, we assume that this lack of payment is due to a fault or mismanagement.

If your cheque has been sent, please ignore this notice. If you have failed to send it, please inform us of any existing discrepancies that would be able to justify your lack of response.

If payment is not received within [NUMBER] days, we will be forced to advise for the termination of your current lines of credit to management.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]