April 9, 2021

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**OBJECT: NEW RESTRICTIONS ON CREDIT**

Dear [Contact name],

After [Number] months of prompt payments, we've noticed that your last [Number] bills were [Number] days late. We are concerned about the change in your payment pattern. Rather than cancel your credit line, we have reduced it to [AMOUNT].

If, after [Number] months, you are current with your bills, we will reevaluate an increase in your credit line.

Your business is important to us. We hope we can increase your credit line in the future.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]