

June 12, 2014

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: REQUEST FOR PAYMENT – CREDIT LINE EXCEEDED

Dear [CONTACT NAME],

This letter is to inform you that you have exceeded your line of credit on your account [NUMBER]. Your limit is at [LIMIT] but your balance is presently at [AMOUNT].

In order to bring your balance down to the approved limit, it is requested that you remit the amount of [AMOUNT] no later than [DATE].

Should you be unable to comply with this request, we suggest that you visit the bank as soon as possible, in order to make other arrangements.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com