

June 12, 2014

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 [%].

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
(800) 123-4567
youremail@yourcompany.com