

# Notice Of Credit Limit

Date:

To: (Customer)

A review of your account confirms that a present balance of \$\_\_\_\_\_ is owed to our firm. Every account is carefully evaluated to establish a credit limit that we believe is consistent not only with our interests, but the interests of the customer as well. We have established \$\_\_\_\_\_ as your credit line and we believe it is appropriate.

Since you are at or near that credit limit, we can ship future orders to you only on a C.O.D. basis, until your balance is reduced. We would of course be pleased to review your account with you if you believe an increased credit line is justified.

We are confident that you appreciate the need for this action.

Yours very truly,

---