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LIMIT Date : _ To : _ [Customer] A review of your account indicates a present balance of \$_ owed 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 allowance and believe it is appropriate. Since you are at or near that credit limit , we can ship future orders only on a C.O.D. basis , until your balance is reduced. We would be pleased to review your account with you if you believe an increased credit line is justified. We are confident you understand the need for this action. Very truly ,
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