[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: REQUEST FOR EXCESS CREDIT LINE PAYMENT**

Dear [CLIENT NAME],

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

To resolve this and bring your balance down to the approved limit, we ask that by [DATE] you send the excess amount mentioned above of [AMOUNT].

If there is going to be an issue fulfilling this request, we hope that you will make other arrangements as quickly as possible.

Kind regards,

[NAME]

[TITLE]

[CONACT NUMBER]

[COMPANY EMAIL]