Date

Name

Address

Dear Mr. Wilson,

I am writing this letter to inform you that due to some financial issues, which our company is experiencing, unfortunately, we will not be able to continue providing you the credit facility.

We have been facing problems regarding delays in our customer payments, which affects our cash flows and operations. Due to this, we have changed our policy, and effective from 1st February 2020, we will not be able to deal with our customers on a credit basis.

As of today, i.e. 25th January 2020, you owe our company ABC Limited $[X]. Kindly, release this payment till 29th January 2020. We apologize for withdrawing the credit option, and we regret any inconvenience caused. We hope you understand our business situation.

You have been our valued and loyal customer over the years, and we look forward to continuing serving you in the best manner. If you have any queries, you can contact us at [X]. Thank you.

Regards,

Sarah William.