

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name	Date	Return address:
Address Line		Company
City, State Zip Code		Address Line 1
		Address Line 2
		City, State Zip Code

Re: Notice of Credit Limit – Conversion to C.O.D. Status

Dear :

We are unable to process your order for 52 posters because you have currently reached your credit limit. Therefore, we must convert your account to C.O.D. status. Please call our customer service desk if you find these terms agreeable and we will commence with the shipment of the posters.

We apologize for any inconvenience this may cause.

Sincerely,

N A M E