

Formal Cancellation of Credit Facility Letter

Subject: Cancellation of Credit Facility

Dear [Recipient Name],

We regret to inform you that, due to [reason: e.g., review of account, change in policy, or credit assessment], your credit facility with [Bank Name] will be cancelled effective [date]. Please ensure that any outstanding balances are settled by this date to avoid penalties or additional interest charges.

We appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Title / Department]

[Bank Name]

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