

**ADVERSE ACTION NOTICE** [*existing customer, though could be adjusted for new applicant*]

Address Block for Customer

Greeting Line (Dear: \_\_\_\_)

This letter serves as notice that [CREDITOR] has reviewed the creditworthiness of this account and determined that the following change needs to be made to the account:

- Credit revoked (COD purchases still permitted)
- Credit limit reduction to: \$\_\_\_\_\_

This decision has been based in part upon information from the following source(s):

- Unable to verify credit references
- Poor Credit performance with [CREDITOR]
- Delinquent past or present credit obligations with others
- Garnishment, attachment, foreclosure, collection action, or judgments
- Bankruptcy
- Change in financial statements
- Slow or past due in trade or loan payments
- Excessive obligations in relation to income
- Result of a consumer credit report(s) authorized by Applicant and/or Guarantor(s) (Please see attached letter to obtain a free copy of the applicable credit report)

Please let us know if you feel additional information is available that would change our decision. If not, please consider reapplying at a later date.

We look forward to doing business with you on a “COD” basis.

Sincerely yours,  
[CREDITOR]

**ECOA Notice:** The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, age, marital status, status as a recipient of public assistance, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. [CREDITOR] complies fully with said regulations in determining the creditworthiness of its customers.