

EXAMPLE OF A LETTER OF DECLINE FOR CREDIT

(Letterhead)

Dear Sir/Madam,

Re: Application to open Credit Accounts

Thank you for your recent application to open a credit account with us.

Unfortunately we do not feel we can offer credit facilities at the present time based on the information received, but as we are of course keen to have your custom we would be happy to re-assess the situation in, say, six months. In the meantime we will continue to supply you on a payment on delivery basis.

If you feel there is particular information that may enable us to reassess the application please do not hesitate to forward this to us.

Yours sincerely

Name
Position