

June 12, 2014

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: APPROVAL OF NEW CREDIT ACCOUNT

Dear [CONTACT NAME],

Your account with [NAME OF FIRM] has been approved for credit. We would like to inform you that your account number is [NUMBER]. Please inform your personnel to be sure to include this account number on any documents and correspondence directed to us.

We welcome you to our family of customers and hope that our new relationship will be mutually beneficial and profitable.

As our way of saying thank you for opening your new account with us, we are offering you a [SPECIFY] discount on all merchandise ordered in the month of [MONTH].

If you have any questions regarding our credit policy, please call [NAME], our Credit Manager, who will be more than happy to discuss your account with you.

We will be looking forward to your orders and to the opportunity of serving you.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com