

June 12, 2014

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

OBJECT: COMPANY CREDIT ACCOUNT APPROVAL

Dear [CONTACT NAME],

After evaluation of your application for credit, it is our pleasure to inform you that an account has been opened for your company.

Please feel free to use your account as often as you wish. A descriptive brochure is attached which outlines the terms and conditions upon which this account has been opened.

Should your credit requirements change, or should you have any questions regarding your new account, call this office and ask to speak to one of our account representatives. When you call, please have your account number available, in order that we might have quick access to your file.

Sincerely,

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