

June 12, 2014

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

OBJECT: CREDIT ACCOUNT DENIAL

Dear [CONTACT NAME],

We have reviewed your application for open account terms, and at this time are unable to open an account for your company. Should circumstances change in the future, please feel free to resubmit an application.

We value your business, and hope to keep you as a customer. As a cash customer you will be advised of all special sales, and we know that you will find our prices and services competitive enough to allow us to continue serving you.

If you have any questions about this decision, or if I may be of any help in any way with regard to your dealings with our company, please contact me at the above office.

Sincerely,

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