

June 12, 2014

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

OBJECT: CREDIT ACCOUNT DENIAL FOR UNFAVORABLE REPORT

Dear [CONTACT NAME],

Thank you for your recent application for credit with our firm. We regret to inform you that we cannot extend credit terms to you at the present time, based on the report we received back from our credit bureau.

If you feel that there may be some errors in the records of the credit reporting agency, we suggest that you contact them and review their current information. In the event that there have been errors made, please direct them to submit a revised report to us for our reconsideration.

We would be most happy to welcome you as a customer and to accommodate you in any way possible under the circumstances. We do have a layaway plan and various other options that are available to our cash customers.

Please feel free to call me if you have any questions or if I can be of assistance to you in any way.

Sincerely,

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