

June 12, 2014

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

**OBJECT: REPLY TO REQUEST ABOUT CREDIT REJECTION**

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Dear [CONTACT NAME],

In response to your request for a statement of our reasons for turning down your recent application for credit, our records reveal that your application was not approved because:

[DESCRIBE]

We appreciate your patronage and invite you to shop with us on a cash basis.

Sincerely,

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