[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: CHARGE CARD APPROVAL**

Dear [CONTACT NAME],

We are delighted to inform you that a charge account has been approved in [YOUR NAME]. We welcome you as a new customer and hope that you will enjoy the convenience of your charge account.

A credit limit of [AMOUNT] has been added to your account. Should you, at any time, wish to increase the credit line, a phone call or a visit to our credit office will suffice in completing your request.

We have enclosed your card as well as our pamphlet that explains how to use your credit card, our billing procedure, plus additional information you may find helpful.

Thank you again for choosing to shop with us.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]