[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: C.O.D. TERMS NOTICE**

Dear [CONTACT NAME],

We are *in re*ceipt of your order [ORDER NUMBER] dated [DATE] and your request for credit terms.

Although we would like to accept your order, we regret to inform you that at this present time, we are unable to ship on credit terms. As a result, we recommend shipment on C.O.D. terms. We will take for granted that C.O.D. terms are acceptable to you unless we are notified to the contrary within [NUMBER] days.

Thank you for your understanding, and we value your patronage. We hope to be able to consider your credit requests more favourably in the near future.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]