[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: COMPANY CREDIT ACCOUNT APPROVAL**

Dear [CONTACT NAME],

After evaluating your credit application, we are glad to inform you that an account has been opened for your company. Your account number is [NUMBER].  
  
An informative brochure is attached which outlines the terms and conditions upon which this account has been opened.  
  
Should your credit requirements change, or should you have any questions regarding your new account, please feel free to call our office and ask to speak to one of our account representatives. When you call, please have your account number available to ensure quick access to your file.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]