[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REJECTION OF COMPANY CREDIT ACCOUNT**

Dear [CONTACT NAME],

We have reviewed your application for open account terms, and unfortunately, we are unable to open an account for your company at this time. Should your circumstances change in the near future, please do not hesitate to resubmit an application.

We value your business and hope to keep you as a client. As a cash client, you will be advised of all special sales, and we hope that you will find our prices and services competitive enough to continue to work with us.

If you have any queries about this decision, or if we may be of any further help with regard to your dealings with our company, please feel free to contact me at the number below.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]