[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REPLY TO CREDIT REJECTION REQUEST**

Dear [CONTACT NAME],

We are happy to provide a statement detailing the reasons for declining your recent credit application. Our records reveal that your application was not approved because:

[Describe]

We appreciate your patronage and would like for you to shop with us on a cash basis.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]