[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: STARTING A NEW CREDIT ACCOUNT**

Dear [CONTACT NAME],

Welcome! We are happy to notify you that your account at [COMPANY] has been accepted and we are proud to have you as a client.

[COMPANY] has been operating for [NUMBER] years, with locations in [NUMBER] [STATES/PROVINCES]. Our company provides a line of [PRODUCTS] products to our clients, including [SHORT LIST]. Since we are leaders in this particular industry, we strive to provide the best possible service to our customers. Our aim is to be your most trust-worthy supplier. Our fundamental concern is having excellent customer satisfaction.

Your approved credit line is [AMOUNT], with billing terms of [TERMS]. Your monthly statements will be mailed on the first working day of each month. A service charge

will be added to past-due balances that have not been paid by [DATE] of the billing month.

We are grateful for the chance to serve you and look forward to a long-term, fruitful relationship.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]