

Date

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Dear Your Customers Name:

Thank you for your recent application establishing credit with our firm. We are sorry, but at the present time we cannot grant your firm an open account with us for the following reasons.

_____ Bank references would not grant us information.

_____ Trade reference(s) furnished did not respond to _____ our inquiry.

_____ Application denied based on information obtained through furnished trade reference(s)

_____ Other

If at some later date you wish to reapply we shall process your completed application quickly. You still may wish to use a credit card, as we accept Visa and Mastercard, or your order may be shipped C.O.D.

Sincerely,

Your Name
Credit Manager