[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REJECTION OF COMPANY CREDIT ACCOUNT DUE TO UNFAVOURABLE REPORT**

Dear [CONTACT NAME],

Thank you for your application for credit with our company. We regret to inform you that we cannot extend credit terms to you at the moment based on the report we received from the [NAME] credit bureau.  
  
If you believe there to be errors in the records of the credit reporting agency, we suggest that you contact them to review the information. In the event where errors have been made, please instruct them to submit a new report to us for consideration.  
  
We would be happy to welcome you as a customer and to assist you in any way possible under the circumstances. We do have a layby plan as well as various other options that are available to our cash customers.  
  
Please feel free to call us if you have any questions or if we can be of any further assistance.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]