|  |  |
| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

**Re:** Declining You Credit Application

Dear Mr. Kentin,

Thank you for your recent credit application with our company, we really appreciate your efforts as well as interest in doing business with our company.

Regretfully, this letter is being sent to notify you that your application has been declined due to the fact that your credit accruals are too high. In relevance to our policies and evaluation criteria, we don’t approve credit applications from individuals or businesses/organizations with creditworthiness below an average of 600.

After conducting a thorough analysis of your company in relevance to the information you presented to us, we discovered that you owe amounts amounting close to $346,000, and comparing this to your total assets it gives us an average of 555 creditworthiness.

Nonetheless, you have the right to conform to the scope as well nature of the information stated in this letter. As long as it is not less than 14 (fourteen) days from the date you receive this notification.

Meanwhile, we can offer our services as well as professionalism in credit resolving to assist you in improving your creditworthiness value. Our company is customer-focused and values its customers, and for that, we look forward to being of any assistance to you as well keeping up our current relationship for future endeavors.

Sincerely,

**[Signature]**

Clara Oswald

Regional Credit Manager