[Senders Name]  
[Address line]  
[State, ZIP Code]

[Letter Date]

[Recipients Name]  
[Address line]  
[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

**Dear** [Recipients Name],

About your recent application for an All-Star Finance credit card, we regret to inform you that we are currently unable to offer you credit. We have carefully assessed and examined your credit report that unfortunately indicates you have numerous overdue (60+ days) payments pending. While your employment history is outstanding, it is our policy not to extend credit to an individual who has had a payment over 45 days due within the last 12 months.  
  
Despite not being able to extend you credit we would like to make you aware of our layaway plan and hope that this service will be of some benefit to you. Please don't hesitate to reapply for an All-Star Finance credit card once your other debts have been settled and an appropriate time has elapsed. We do value and appreciate your business.

**Sincerely,**   
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -   
**cc:** [Name of copy recipient] - Optional -