**20 May 20XX**  
Name and Address of the Recipient  
  
**Dear Mr. XYZ,**  
  
This letter is in response to your request made to us about extending you credit for the amount of $5,000, for the period of 1 month, for the items we supplied to you.  
  
We regret to inform you that we cannot provide you with the said credit at the moment. As you are well aware, the state of the economy has led to severe repercussions for our industry, so we have decided to put our credit policies on hold for a few months.  
  
You have been our valued customer for a long time now, so we can assure you that as soon as our credit policies change, you will be immediately informed. We hope that this does not affect our business relationship in any manner, and that we can continue our mutually beneficial partnership.  
  
Looking forward to a better future.

**Sincerely,**

**ABC Ltd.**