

[Print on reverse]

[insert Address]

<<Contact Name>>  
<<Applicant Trading/Company Name>>  
<<Address>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear <<Name of Contact>>,

**Re. Confirmation of Your Application for Credit Account**

Thank you for completing and returning the application form which we sent you recently.

We have now reviewed the form and your application, and we are pleased to let you know that we agree to provide you with credit facilities to use when you purchase [goods] [and] [services] from us.

**EITHER**

[We confirm that the credit limit available to you will be as set out in the application form which you returned, and we will continue to receive your custom and look forward to receiving further orders from you.]

**OR**

[We confirm that the [credit limit] available to you will be as set out in the application form which you returned, and we will continue to receive your custom and look forward to receiving further orders from you.]

Unfortunately, we are only able to offer you a credit limit of [limit] OR [credit period] (shown below) which is less than the [limit][period] requested.

We will keep your account under review and if in the future we are able to increase the [credit limit] OR [credit period] we will do so. In the meantime, we will continue to receive your custom and look forward to receiving further orders from you.

The credit terms now available to you are:

Maximum Period of Credit: <<Number of days>> from date of invoice.

Maximum Amount of Credit: £ <<Amount>>

If we can be of any further assistance, please let us know.

Yours sincerely,

<<Name & Title>>  
For and on behalf of <<Company Name>>