Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

We are pleased to inform you that your application for credit has been approved. The allowed credit limit for you is $ 60,000/- with a monthly interest rate of 3.5% on the total bill. Billing will be done on the 15th of every month.

Kindly note that the bill must be cleared every six months. Failure to do so will result in double interest rate on the outstanding amount. The bank reserves the right to cancel your current credit and reject future credit requests in case of non-payment for a period of 24 months. Please have a look at the enclosed terms and conditions for more information.

Our customer care is available 24 hours in case you have any queries. Do let us know if you need further assistance.

Sincerely,

[Your Name]