Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

Congratulations on your credit approval. ABC Corporation grants you $12,000/- credit with 10% interest. The monthly billing is done after every 25 days. Kindly have a look at the enclosed brochure for our detailed terms and conditions.

Please contact us in case of any questions. ABC is pleased to serve you and looks forward to a long business relationship.

Sincerely,

[Your Name]