

SAMPLE DECLINATION LETTER

Date

[Contact Name]

[Business Applicant's Name]

[Applicant's Address]

[City, State Zip]

Dear [Contact]:

Thank you for your recent application for account privileges. We have given this careful consideration and regret we are unable to extend credit privileges at this time for the reason(s) indicated below:

___ Insufficient credit experience or length of time in business

___ Insufficient credit references

___ Unable to verify credit references

___ Delinquent past or present credit obligations

___ Our previous credit experience with your business

___ Record of account(s) placed with a collection agency

___ Record of tax or other liens

___ Bankruptcy

___ Items of public record

___ Other: _____

Thank you for considering [creditor company name].

Sincerely,

[Name]

[Title]

Notice: the Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with the law is the Federal Trade Commission, Consumer Response Center, Room 130, 600 Pennsylvania Ave. NW, Washington D.C. 20580. See also www.ftc.gov/credit.

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Please note: This sample and the information herein should not to be construed as legal advice. Every effort has been made to assure this information is current as of the date of publication. This sample should not be used to replace the advice of your own legal counsel who can review your specific circumstances and provide you with legal advice tailored to the general circumstances and where required in individual cases.