

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my recent credit application, which was declined on [Date of Decline]. I would like to understand the reasons behind this decision and if there are any steps I can take to rectify the situation.

Having been a customer with [Company Name] for [duration/relationship], I value our relationship and am keen on continuing to explore opportunities with your esteemed institution.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]