

Credit Agreement Assessment Communication

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that we have received your application for credit and are currently conducting an assessment of your credit agreement. This process involves reviewing the information provided to ensure that we can accommodate your request appropriately.

Please allow us [insert timeframe] to complete this assessment. We will reach out to you if we require any additional information or documentation during this time.

If you have any questions or need further assistance, please do not hesitate to contact us at [insert contact information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]