

Retail Account Credit Assessment

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

We have received your application for a retail account with [Company Name]. As part of our credit assessment process, we require some additional information to complete your application.

Please provide the following documents:

- Proof of Identity (e.g., driver's license, passport)
- Proof of Income (e.g., recent paystub, tax return)
- References (e.g., previous creditors, landlords)

Once we receive the requested information, we will proceed with the assessment and notify you of the outcome within [insert time frame].

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]