

Business Credit Application Denial

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We appreciate your interest in applying for business credit with [Your Company Name]. After reviewing your application, we regret to inform you that we are unable to approve your request at this time. The reason for this denial is due to incomplete documentation submitted as part of your application.

To ensure we have all the necessary information for future consideration, please review the checklist below:

- Tax Returns for the last two years
- Business Plan Overview
- Financial Statements
- Proof of Business Registration

We encourage you to resubmit your application once you have completed the documentation. Should you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]