Hi <first name>,

Thank you for taking the time to apply for credit extension at <company name>

I’m sorry to inform you that we are unable to grant your account <account name> the credit extension you requested. We are grateful for your interest, but I am afraid that your current debt situation suggests that your ability to take on additional monthly payments could put you in difficult financial straits.

You have the following invoices due

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Invoice Number | Amount | Due Date |
|  |  |  |  |

Clear your outstanding invoices by making a payment at our portal

Please contact us at <contact number> when some of your outstanding debt is cleared. We would be glad to reconsider your credit extension request.

Thanks,

<Sender’s Name>

<Sender’s Position>

<link to portal>