

# Credit Pre-approval Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Credit Pre-Approval Letter

Dear [Recipient's Name],

We are pleased to inform you that you have been pre-approved for a credit line with [Your Company Name]. Congratulations! This pre-approval is a testament to your financial credibility and responsible credit history.

**\*\*Summary of Pre-Approval:\*\***

- Credit Limit: [Enter Approved Credit Limit]
- Annual Percentage Rate (APR): [Enter APR]
- Validity Period: [Enter Validity Period, e.g., 90 days]

**\*\*Benefits of Your Pre-Approval:\*\***

1. **\*\*Flexibility:\*\*** Access to funds whenever you need them, providing financial flexibility for your personal or business needs.
2. **\*\*Competitive Rates:\*\*** Enjoy competitive interest rates that reflect your strong creditworthiness.
3. **\*\*Convenience:\*\*** Our user-friendly online platform makes managing your credit line simple and convenient.
4. **\*\*Building Credit:\*\*** Responsible usage of this credit line can help you further build and improve

your credit score.

**\*\*Next Steps:\*\***

To proceed with activating your pre-approved credit line, please follow these steps:

1. Review the enclosed Terms and Conditions carefully.
2. If you agree with the terms, sign the acceptance section of this letter.
3. Return the signed letter by mail or email to [Your Company's Address or Email Address].

Once we receive your signed acceptance, we will initiate the final verification process and activate your credit line. If you have any questions or need further assistance, please do not hesitate to contact our dedicated customer service team at [Customer Service Phone Number] or [Customer Service Email Address].

We value your trust and are excited about the opportunity to serve your financial needs. Thank you for choosing [Your Company Name] as your preferred credit provider.

Sincerely,

[Your Signature]

[Your Typed Name]

[Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

**\*\*Acceptance:\*\***

I, [Recipient's Name], hereby accept the terms and conditions outlined in the Credit Pre-Approval Letter dated [Date]. I understand and agree to the terms of the credit line as specified.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

[Attach a copy of this acceptance section to be filled out and returned by the recipient.]

Note: This template is a general guideline and should be customized to suit your specific business and legal requirements. It's recommended to consult with legal professionals before finalizing any credit-related documents.