

## CREDIT RESPONSE FORM

Seller/Lender: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Inquiries Should Be Sent Attention: \_\_\_\_\_

Credit Applicant Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_

*Dear Credit Applicant:*

Thank you for your recent application for credit. We have given your request careful consideration, but regret that:

We cannot act on your application for credit because it was incomplete and missing the following items:

- \_\_\_\_\_
- We are unable to extend credit to you at this time.
  - We must terminate your existing account.
  - We must change the terms on your existing account.
  - We cannot extend credit on the terms requested, but can extend credit on other terms.

The terms on which we can extend credit are as follows:

Credit Limit: \_\_\_\_\_, Payment due within \_\_\_\_\_ days of invoice date.  
Security required: \_\_\_\_\_, Additional terms: \_\_\_\_\_

*Notice: Credit Limit and other terms can be changed at any time.*

If your Application for credit was denied, you have the right to a written statement of the specific reasons for this action. To obtain the statement, write us within 60 days from the date you receive this notice. We will send you a written statement of reasons for the [denial/change in terms] within 30 days of receiving your request.

Check here if a personal consumer credit report was obtained and the following statement is applicable.

Our credit decision was based in whole or in part on information obtained in a credit report we obtained from the following Consumer Reporting Agency:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_

Under the Fair Credit Reporting Act, you have the right to know the information contained in your credit file at the Consumer Reporting Agency. You can obtain a free copy of your report from the Reporting Agency, if you make a written request to the Reporting Agency within 60 days after you receive this notice. You also have the right to dispute directly with the Reporting Agency as to the accuracy or completeness of the information in the report. The Reporting Agency played no part in our decision and is unable to supply specific reasons why we have denied credit to you.

**NOTICE:** The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington D.C. 20580.