

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Form – Charge Account Terms and Conditions

Dear :

Thank you for opening a charge account with Sense Credit Company. You are on the way to building credit that will follow you for the rest of your life. We have included the terms and conditions regarding your account. Please read over this information and contact us if you have any questions.

Sincerely,

N A M E