

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: New Business with Credit Application

Dear :

Rooms Furniture Store is excited to be opening its doors to service the public on {date}. Rooms Furniture Store is a premier furniture store offering everything that can be put in your home. We have a wide selection of products to fit any style or décor.

Please come and visit us on {date}. We also offer a credit option for customers. Come, open an account today, and receive 10% off your purchases. We have enclosed a credit application for your convenience.

Sincerely,

N A M E