To

[The person in charge]  
[Designation]  
[Department Name]  
[Company Name]

**Subject: letter of acceptance for credit at [XYZ]**

Dear Mr. ABC,

I hope this letter finds you in good health. This is to inform you that XYZ bank has thoroughly reviewed your application for credit, and I am glad to inform you that the bank has decided to approve the credit. The amount (mention the total amount) will be credited to your account by 14th October 202X. You can begin using this amount as soon as you receive it in your account.

Please note that the bank has approved the credit considering all the terms and conditions that you and the bank have agreed upon. Therefore, the bank expects you to be regular and honest while dealing with it.

You are our valued customer, and we take pride in dealing with you. If you want to know more about your account and the amount of credit, our team is available to assist you 24/7. Thank you so much for choosing XYZ bank for securing credit. We hope to deal with you happily and build a healthy relationship

Sincerely.

Sincerely.

[Your Name]  
[Designation]  
[Department]