

[Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: Truth in Lending Act (TILA) Disclosure Statement

Dear [Customer Name],

The following information outlines the costs and terms of your credit card account, as required by the Federal Truth in Lending Act.

Interest Rates and Interest Charges

- **Annual Percentage Rate (APR) for Purchases:** [Percentage]% (This rate varies with the market based on the Prime Rate).
- **APR for Cash Advances:** [Percentage]%
- **APR for Balance Transfers:** [Percentage]%
- **Penalty APR:** [Percentage]% (Applies if you fail to make a minimum payment on time).
- **How to Avoid Paying Interest:** Your due date is at least [Number] days after the close of each billing cycle. We will not charge you interest on purchases if you pay your entire balance by the due date each month.
- **Minimum Interest Charge:** If you are charged interest, the charge will be no less than \$[Amount].

Fees

- **Annual Fee:** \$[Amount]
- **Balance Transfer Fee:** [Amount] or [Percentage]% of the amount of each transfer, whichever is greater.
- **Cash Advance Fee:** [Amount] or [Percentage]% of the amount of each advance, whichever is greater.
- **Foreign Transaction Fee:** [Percentage]% of each transaction in U.S. dollars.
- **Late Payment Fee:** Up to \$[Amount]
- **Returned Payment Fee:** Up to \$[Amount]

Balance Computation Method: We use a method called [e.g., Average Daily Balance including new purchases].

Please review your cardmember agreement for complete details regarding your account. If you have any questions, please contact our customer service department.

Sincerely,

[Name/Signature]

[Title]

[Company Name]