

Letter Requesting Business Credit

This package contains:

1. Instructions & Checklist for Writing a Letter Requesting Business Credit
2. Letter Requesting Business Credit

Instructions & Checklist for Letter Requesting Business Credit

- This package contains: (1) Instructions & Checklist for Letter Requesting Business Credit; and (2) Letter Requesting Business Credit.

- This form is designed to assist you in drafting a letter to a company requesting that they open an account that will allow your business to purchase goods and services from them on credit.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 8, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Our company, [Your Company Name] is interested in opening a line of credit with [Recipient's Company Name]. We have been in business in [Location of Company] for [length of time] and we have often used your services.

[Here briefly describe reason credit is needed, i.e., *we run a small fleet of cars and trucks, and our drivers do not carry any cash. We need them to be able to stop in at any of your locations that have a mechanic on duty in order to get immediate repairs whenever possible, and simply charge the repair to our company after getting a verbal OK from our office*].

If you require further information, and/or if there is an application form that must be filled out, please let me know. I would like to get this matter taken care of as soon as possible.

Thank you for your assistance.

Cordially,

[Your Name]