

Letter to Supplier or Vendor Inquiring About Terms of Credit

This package contains:

1. Instructions & Checklist for Writing a Letter to a Supplier or Vendor Inquiring about Terms of Credit
2. Letter to a Vendor or Supplier Inquiring about Terms of Credit

Instructions & Checklist for a Letter to a Supplier or Vendor Inquiring about Terms of Credit

- This package contains: (1) Instructions & Checklist for a Letter to a Supplier or Vendor Inquiring about Terms of Credit; and (2) Letter to a Supplier or Vendor Inquiring about Terms of Credit.

- This form is designed to assist you in drafting a letter to a company requesting information about their credit policies and practices.

- 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 9, 2009

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

Dear [Name of Recipient]:

I am writing to inquire about the credit policies of [Recipient Company Name].

[Your Company Name] has been in business in the [Name of City] area for [length of time]. We provide [Here describe the products you make or sell, or the services you provide, i.e. *We supply linens and uniforms to all the major hospitals in the city.*]

[Here describe why you're looking for credit terms, i.e., *We are currently undergoing expansion, and would like to turn to suppliers who can handle large orders on a weekly basis, such as your firm, 'Accordingly we will need a credit limit of approximately \$_____ at a minimum.'*]

Please send us all pertinent information on your company's terms of credit – including a credit application, as well as information on your billing practices.

We look forward to hearing from you.

Cordially,

[Your Name]