

June 12, 2014

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: REQUEST FOR CREDIT INFORMATION

Dear [CONTACT NAME],

It was with great pleasure that we received your recent order which was entered for immediate shipment at our regular [NUMBER] day terms.

To enable us to extend the line of credit you may need for future orders; will you send us the usual credit information? We have enclosed a simplified financial statement form for your convenience.

Thank you again for your order. We are looking forward to a long and mutually rewarding business relationship.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com