

June 12, 2014

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

**OBJECT: REQUEST FOR CREDIT INFORMATION**

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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